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NCSSM "Faculty/Staff Policies Procedures Handbook"

1984-85 School Year

Charles R. Eilber
Director

William W. Youngblood
Principal

Statement of Nondiscrimination Policy

It is the policy of the North Carolina School of Science and Mathematics not to discriminate in its enrollment and employment practices on the basis of sex, race, age, handicap, religion, or national origin.

The North Carolina School of Science and Mathematics
P.O. Box 2418, Durham, N.C. 27705

Faculty/Staff Handbook
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1.0 MISSION AND GOALS

The mission of the North Carolina School of Science and Mathematics is to enable academically gifted students to grow intellectually, physically, emotionally, and socially through an exemplary living and learning program centered on science and mathematics, and to extend the potential for such growth to students throughout the State of North Carolina.

MAJOR GOALS

Academic

Goal 1: Improve student performance in science, mathematics, and general scholarship and the ability to deal with complex issues involving social, political, artistic, and technical areas.

Residential

Goal 2: Expand the educational experience through a living and learning residential environment.

Admissions

Goal 3: Improve identification of students with high potential in science and mathematics.

Outreach

Goal 4: Improve the teaching of science and mathematics in North Carolina secondary schools.

CONTRIBUTING GOALS

Guidance and Counseling

Goal 1: Heighten career aspirations of students, particularly in fields related to science and mathematics.

Advocacy

Goal 2: Promote local attention to the scholarly needs of high potential students K-12 and improve services to the academically gifted.

Evaluation and Research

Goal 3: Improve the ability of NCSSM to evaluate programs and conduct research.

2.0 ORGANIZATION

Effective July 1, 1984 the responsibility for the direction and operation of the North Carolina School of Science and Mathematics has been assumed by the Board of Governors of the University of North Carolina. The act directs the Board of Governors to consult with the Board of Trustees of the School to present specific recommendations with respect to the placement of the School within the organizational structure of the University to the 1985 Session of the General Assembly.

The School will continue to operate under existing fiscal and personnel policies and practices until new ones are developed cooperatively to replace the existing ones.

The Director with the assistance of other administrators and approval of the Board of Trustees developed the present organization and the School programs.

INTRODUCTION

The Faculty/Staff Handbook is designed to provide a ready reference for standard policies and procedures of the School which affect faculty and staff. The Student Handbook contains information more directly affecting students and should be used along with this handbook.

A copy of the state employee's handbook, "Working for North Carolina", has been included for your convenience.

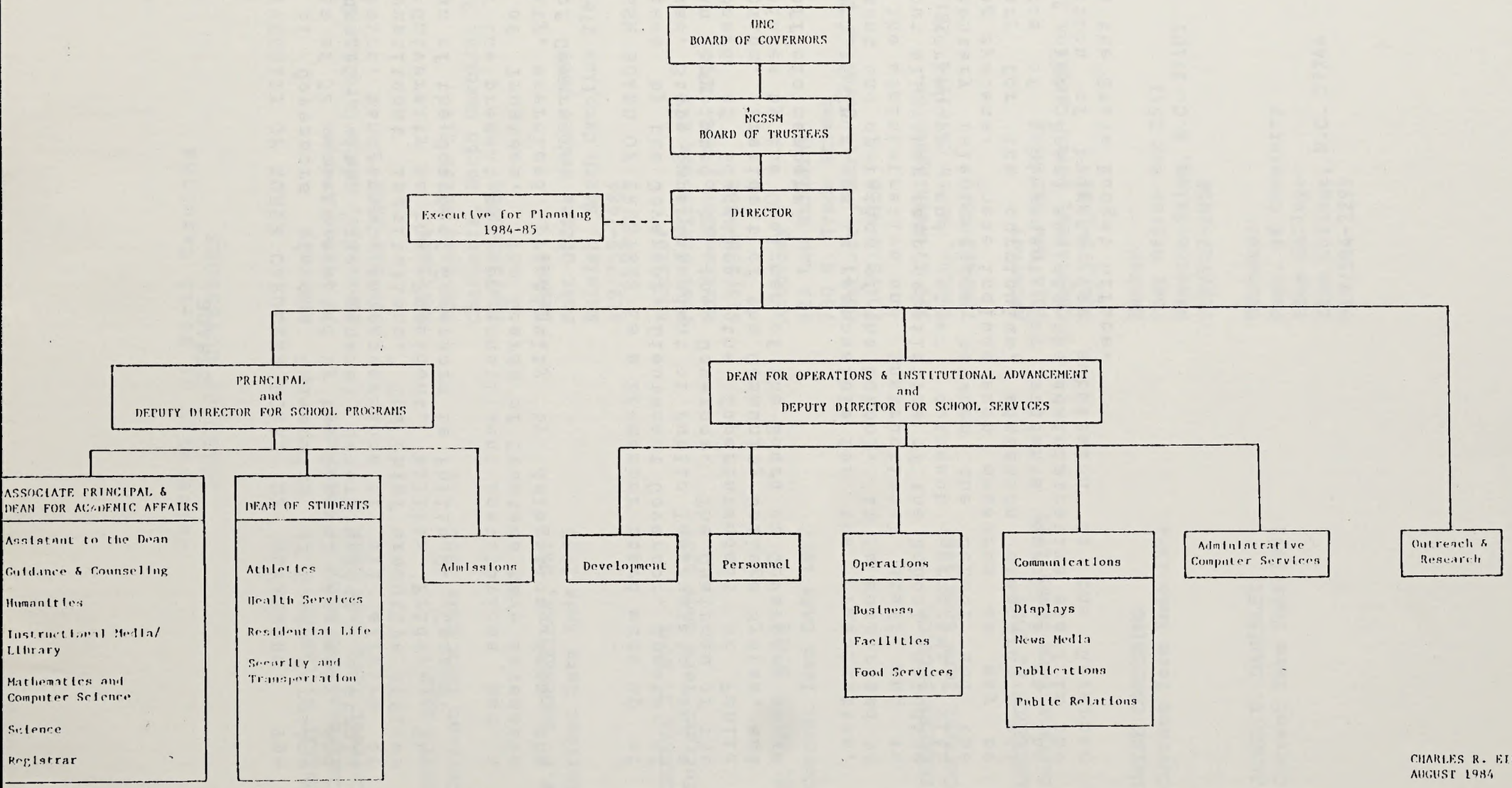
Charles R. Eilber
Director

William W. Youngblood
Principal

August 1984

North Carolina School of Science and Mathematics

ORGANIZATIONAL CHART
1984-85



CHARLES R. EILBER
AUGUST 1984

BOARDS

THE UNIVERSITY OF NORTH CAROLINA BOARD OF GOVERNORS. The Board of Governors of the University of North Carolina consists of 32 members elected by the General Assembly and is charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." The chief executive officer of the University is the President, William Friday. The Chairman of the Board of Governors is Philip G. Carson.

Each of the present sixteen constituent institutions has a Board of Trustees. The Boards of Trustees have extensive authority, exercised principally by delegation from the Board of Governors.

THE NCSSM BOARD OF TRUSTEES is a 26-member board made up of appointees by the Governor, Lieutenant Governor, Speaker of the House, State Superintendent of Public Instruction, and a Chairman appointed by the Governor. The Chairman of the State Board of Education, the Superintendent of Public Instruction, President of the Community College System, and an appointee by the Chairman of the Board of Governors serve as ex-officio members.

The Board of Trustees is responsible for the organization, management and operation of the School. It is authorized to employ the administrative and instructional staff and to carry out all other responsibilities of the School including summer workshops and other outreach programs with complementary relationships between the School and the existing systems. These include such measures as may be necessary for the curriculum, admission standards, and standards of achievement for students enrolled at the School. The Board assists the administrative staff in the preparation of budgets for submission to the Governor through the State Budget Office.

University of North Carolina
BOARD OF GOVERNORS

PHILIP G. CARSON Chairman, UNC Board of Governors Current Term Ends 1989	Attorney 72 Patton Avenue Asheville, North Carolina 28801 919/828-2501
IRWIN BELK Current Term Ends 1991	Merchant 308 East Fifth St. Charlotte, North Carolina 28202 704/372-8900
F.P. BODENHEIMER, JR. Current Term Ends 1985	Banker Post Office Drawer 2889 Raleigh, North Carolina 27602 919/755-7484
GENEVA J. BOWE Current Term Ends 1989	Educator Post Office Box 293 Murfreesboro, N.C. 27855 919/398-4861
B. IRVIN BOYLE Current Term Ends 1987	Attorney 623 Law Building 730 E. Trade Street Charlotte, North Carolina 28202 704/333-4156
TERRESA BULLOCK Current Term Ends 1987	519 S. Washington St. Shelby, North Carolina 28150 704/482-9370
LAURENCE A. COBB Current Term Tends 1985	Attorney 1014 Law Building Charlotte, North Carolina 28202 704/375-1431
WAYNE CORPENING Current Term Ends 1991	Banker Post Office Box 2511 Winston-Salem, N.C. 27102 919/727-2058
JAMES E. DANIELEY Current Term Ends 1991	Educator Dept. of Chemistry Elon College Elon College, N.C. 27244 919/584-2299

U.N.C. Board of Governors

WALTER R. DAVIS Current Term Ends 1989	Businessman Post Office Box 50156 3101 North Pecos Midland, Texas 79705 915/682-9418
J. EDWIN DAVENPORT Current Term Ends 1985	Attorney Post Office Box 988 Nashville, Tennessee 27856 919/459-2124
WILLIAM A. DEES, JR. Current Term Ends 1987	Attorney Post Office Drawer 8 Goldsboro, North Carolina 27530 919/735-8311
CHARLES Z. FLACK, JR. Current Term Ends 1985	Realtor/Insurance Executive Post Office Box 470 Forest City, N.C. 28043 704/245-0126
JOAN S. FOX Current Term Ends 1991	Businesswoman Fox Department Store 106 Main Street Oxford, North Carolina 21565 919/693-6166
JACOB H. FROELICH, JR. Current Term Ends 1987	Businessman Post Office Box 588 High Point, N.C. 27261 919/889-4111
R. PHILLIP HAIRE Current Term Ends 1989	Attorney 50 West Main Street Sylva, North Carolina 28779 704/586-2121
JAMES E. HOLMES Current Term Ends 1985	Stockbroker 2208 Wachovia Building Winston-Salem, N.C. 27101 919/724-5921
JAMES E. HOLSHOUSER, JR. Current Term Ends 1987	Attorney Box 116 Southern Pines, N.C. 28287 919/692-8871
WILLIAM A. JOHNSON Current Term Ends 1987	Attorney Post Office Box 146 Lillington, N.C. 27546 919/893-5107

U.N.C. Board of Governors

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REGINALD F. MCCOY Current Term Ends 1985	Businessman Post Office Box 666 Laurinburg, N.C. 28352 919/276-0861
MARTHA F. MCNAIR Current Term Ends 1985	1215 Tartan Court Winston-Salem, N.C. 27106 919/748-1933
JULIA TAYLOR MORTON Current Term Ends 1989	Box 128 Linville, N.C. 28646 704/733-2355
SAMUEL HAWLEY POOLE Current Term Ends 1991	Post Office Box 1125 Aberdeen, North Carolina 28315 919/944-2361
J. AARON PREVOST Current Term Ends 1991	Banker Post Office Box 480 Waynesville, N.C. 28786 704/452-5861
LOUIS T. RANDOLPH Current Term Ends 1991	Funeral Director/Owner 208 West 4th Street Washington, N.C. 27889 919/946-4438
MACEO A. SLOAN Current Term Ends 1985	Businessman 411 W. Chapel Hill Street Durham, North Carolina 27701 919/682-9201
ASA T. SPAULDING, JR. Current Term Ends 1989	Businessman Post Office Box 3390 Durham, North Carolina 27702 919/832-8311

U.N.C. Board of Governors

E.B. TURNER Current Term Ends 1987	Minister 504 West 2nd Street Lumberton, North Carolina 28358 919/739-3939
DAVID J. WHICHARD, II Current Term Ends 1989	Newspaper Publisher Post Office Box 1967 Greenville, N.C. 27834 919/752-6166
WILLIAM K. WOLTZ Current Term Ends 1989	Apparel Manufacturer Perry Manufacturing Company 100 Woltz Street Mount Airy, N.C. 27030 919/786-6171

North Carolina School of Science and Mathematics

BOARD OF TRUSTEES

BETTY S. ABERNATHY[4]	Science Department Chairman Chemistry and Physics Teacher Fike Senior High School Wilson, N. C. 27882 919/291-6580
JOANNE B. ALDRIDGE[2]	Editor and Free Lance Writer THE MOUNTAIN TIMES 210 Hardin Street Boone, N. C. 28607 704/264-3673
WILLIAM G. ANLYAN[1]	Chancellor for Health Affairs Duke University Medical Center Durham, N. C. 27710 919/684-3438
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DEAN W. COLVARD[1]	Chancellor Emeritus University of North Carolina UNCC Station Charlotte, N. C. 28223 704/597-2484
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Board of Trustees

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JAMES E. HOLMES[5]	Member, Board of Governors University of North Carolina 2208 Wachovia Building Winston-Salem, N. C. 27101 919/724-6921
GEORGE A. KEYWORTH[1]	Science Advisor to President Director, Office of Science and Technology Old Executive Building, Room 360 Washington, D. C. 20500 202/456-7116
WASSILY W. LEONTIEF[1]	Institute for Economic Analysis 269 Mercer Street, 2nd Floor New York, N. Y. 10003 212/598-2181
RONALD E. MCNAIR[1]	Astronaut National Aeronautics and Space Administration Lyndon B. Johnson Space Center Houston, Texas 77058 713/483-4513

Board of Trustees

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EMERY J. PARTEE, III[4]	Research Coordinator North Central Education Center Post Office Box 21889 Greensboro, North Carolina 27420 919/379-5764
A. CRAIG PHILLIPS[5]	State Superintendent of Public Instruction Education Building, Room 318 Raleigh, N. C. 27611 919/733-3813
HENRY O. POLLAK[1]	Asst. Vice Pres. for Mathematics, Communications, and Computer Science Research Bell Communications Research, Inc. 600 Mountain Avenue Murray Hill, N.J. 07974 201/582-3708
JAMES H. RANDOLPH, III[3]	First Grade Teacher Johnsonville School Route 6 Sanford, N. C. 27330 919/499-4912
HAROLD F. ROBINSON[1]	Chancellor Western Carolina University Cullowhee, N. C. 28723 704/227-7211

Board of Trustees

ROBERT W. SCOTT[5]	Former Governor and President N. C. Department of Community Colleges Education Building Raleigh, N. C. 27611 919/733-7051
C.D. SPANGLER, JR.[5]	Chairman, State Board of Education President, C. D. Spangler Construction Company P. O. Box 36007 Charlotte, N. C. 28236 704/372-4500
NORTON F. TENNILLE[1]	Attorney at Law Arnold and Porter One United Bank Center 1700 Lincoln Street, Suite 4000 Denver, Colorado 80203 303/863-1000
BLAND W. WORLEY[1] (Chairman)	Chairman of Board BarclaysAmericanCorporation P. O. Box 31488 Charlotte, N. C. 28231 704/372-0060
DAVID WYATT[3]	Principal Madison High School P. O. Box 69 Marshall, N. C. 28753 704/649-2876

---

1 Appointed by Governor James B. Hunt, Jr.

2 Appointed by Lieutenant Governor James C. Green

3 Appointed by Speaker of the House Liston B. Ramsey

4 Appointed by State Superintendent of Public Instruction

5 Ex Officio Member

5/1984

ADVISORY AND SUPPORT ORGANIZATIONS

THE BOARD OF ADVISORS is a board of scientists, mathematicians, educators and other scholars from various disciplines invited by the Director to serve for program review and nationwide liaison. Its purpose is to advise the administration and faculty on pertinent national developments in research and education and to recommend ways in which the School can reflect awareness of current developments in its programs and planning. The Board of Advisors will also assist the School by serving as one means of disseminating information about the School to individuals and groups, nationwide.

The Board of Advisors will convene on campus at least once per year to meet with the faculty, administration, and students, to learn about and observe the academic and residential programs of the School. This board will compile a report of observations and recommendations for the Director and the Board of Trustees.

Individual members may be called on at other times for advice or their participation in the programs of the School.

FUND FOR THE ADVANCEMENT OF SCIENCE AND MATHEMATICS EDUCATION IN NORTH CAROLINA. The Fund was organized in 1979 to operate exclusively for charitable and educational purposes including, but not limited to, receiving, administering, and granting funds for the support of the academic and educational programs of, and any other phase of operation or program of, the North Carolina School of Science and Mathematics, as the Board of Directors for the Corporation in its discretion may deem appropriate for the advancement of education.

Among its first grants were funds to supplement teacher salaries, to aid academic programs of excellence, to support summer workshops, to provide matching funds for new chemistry and biology laboratories, and to provide additional facilities.

8/15/84

Fund for the Advancement of
Science and Mathematics Education in North Carolina

BOARD OF DIRECTORS
1984-1985

	Term Expires
Douglas W. Booth, Chairman President and Chief Operating Officer Duke Power Company Post Office Box 33189 Charlotte, N.C. 28242 (704) 373-4702	1987
Harvey E. Beech Attorney at Law Post Office Box 3334 Kinston, N.C. 28501 (919) 527-1116	1987
William V. Bell Manager, Technology & Development IBM Corporation Post Office Box 12195 Research Triangle Park, N.C. 27709 (919) 543-4740	1990
Robert Belville Senior Vice President Romarco, Inc. P.O. Drawer 218 Morganton, North Carolina 28655 (704) 584-2551	1985
Carey H. Bostian 111 Carolwood Chapel Hill, N.C. 27514 (919) 942-3763	1990
Lawrence R. Bowers United Carolina Bancshares P.O. Box 632 Whiteville, N.C. 28472 (919) 642-5131	1990
Fred A. Coe President, Research Triangle Park Foundation P.O. Box 12255 Research Triangle Park, N.C. 27709 (919) 549-8181	1987

FUND Board

	Term Expires
Dean W. Colvard Chancellor Emeritus U.N.C. - Charlotte University Station Charlotte, N.C. 28223 (704) 597-2484	1990
John W. Dowdle Vice President and Treasurer R.J. Reynolds Industries P.O. Box 2959 Winston-Salem, N.C. 27102 (919) 773-2000	1987
Charles R. Eilber Director N.C. School of Science and Mathematics Post Office Box 2418 Durham, N.C. 27705 (919) 683-6656	to serve as long as he is Director of NCSSM; Ex-Officio Member
Mrs. Nancy Faircloth 5819 Sentinel Raleigh, N.C. 27609 (919) 876-5291	1987
W.B. Glenn President Carolina Leaf Tobacco Green Street Extension Greenville, N.C. 27834 (919) 752-2144	1990
Marcus Hobbs Professor, Chemistry Department Duke University Durham, N.C. 27706 (919) 684-3088	1990
Edward G. Lilly Senior Vice President Carolina Power and Light Company Post Office Box 1551 Raleigh, N.C. 27602 (919) 836-6457	1987
Quentin W. Lindsey Science and Public Policy Advisor Office of the Governor Administration Building Raleigh, N.C. 27611 (919) 733-6500	1990

FUND Board

	Term Expires
J. Wiley Martin Vice President - Advanced Systems Southern Bell Telephone 1800 Century Boulevard, Suite 100 Atlanta, GA 30345 (404) 982-5510	1987
Charles A. McLendon Post Office Box 29148 Greensboro, N.C. 27429 (919) 288-9872	1987
G. Allen Mebane Chairman of the Board Unifi, Inc. Post Office Box 23168 Greensboro, N.C. 27240 (919) 292-4410	1987
William B. Mewborne President and Chief Operating Officer P.C.A., Inc. 801 Crestdale Avenue Charlotte, N.C. 28105 (704) 847-8011	1990
Maceo A. Sloan Vice Chairman of the Board N.C. Mutual Life Insurance Mutual Plaza Durham, N.C. 27701 (919) 682-9201	1987
W. Roger Soles President Jefferson-Pilot Corporation Post Office Box 21008 Greensboro, N.C. 27420 (919) 378-2011	1990
Norton F. Tennille Attorney at Law 1700 Lincoln St., Suite 4000 Denver, CO 80203 (303) 863-1000 [Effective September 1, 1984: 1200 New Hampshire Avenue, N.W. Washington, D.C. 20036 (202) 872-6700]	1990

FUND Board

	Term Expires
Bland W. Worley Chairman, BarclaysAmericanCorporation Post Office Box 31488 Charlotte, N.C. 28231 (704) 372-0060	1987

The NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS PARENTS' ORGANIZATION was established early in 1982 to provide a network for communications as well as a practical and effective system which encourages parents' participation in NCSSM activities. It is an organization guided by parents for their benefit and for the benefit of the students, the School, and educational excellence everywhere. Elected officers and selected representatives from North Carolina's eight Educational Regions as well as three representatives from the School staff make up a Parents' Council, or steering committee, which meets at least twice each year to organize activities and to decide on the distribution of funds contributed to the School by parents. The full Parents' Organization usually meets in January and September at the time the students return to campus. All parents are automatically members of the organization and receive all information and notices regarding parents' activities. The word "parent" is defined as any family member, guardian, or adult who shares responsibility for a student at NCSSM. Bylaws of the Parents' Organization are available from the NCSSM Development Office.

Contributions made to the School by parents are deposited into seven parents' fund accounts, the Principal's Discretionary Fund, Educational Enhancement Fund, Student Activities Fund, Athletic and Recreational Fund, Publication Fund, Graduation Fund, and Student Council Fund to assist with student related activities not covered by state funds. Budgets for each fund are analyzed and approved by a committee made up of the Director, the Principal, Deans, and Development Officer. Each account has one administrator who approves the expenditures and he/she is not one of the signers of checks which requires two signatures. The administrator may delegate to any staff member the authority to make single purchases of up to $50.00 without prior approval in emergencies, and may authorize purchases up to $500.00. For the purchases of $500.00 or more, approval must be given by a committee made up of any three administrative budget committee members. Annual audits will be conducted for each account.

Officers of Parents' Organization are found listed in the School Directory of this handbook.

The NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS ALUMNI ASSOCIATION was established in June 1983 to promote support for the School among the alumni and friends of NCSSM and to familiarize the alumni with school progress, policies, and functions. Membership in the Alumni Association is open to all graduates and former students of NCSSM. The Association is guided by an Executive Committee composed of four elected officers and two school staff representatives.

COMMITTEES

Board of Trustees Comittees:

1. EXECUTIVE COMMITTEE. Nine members empowered to act on the behalf of the entire Board when situations require actions between regular meetings of the full Board. This committee also serves as a finance committee.

2. EDUCATIONAL POLICIES AND PRACTICES COMMITTEE.

3. PERSONNEL COMMITTEE.

4. PHYSICAL FACILITIES COMMITTEE.

Standing Committees:

1. STEERING COMMITTEE. Established for long range planning of instructional matters. Meets regularly for ongoing needs.

2. CALENDAR COMMITTEE. Coordinates all school activities and use of facilities. Publishes a weekly "calendar of events" distributed to faculty, staff and students. Weekly meetings.

3. ADMISSIONS ADVISORY COMMITTEE. Assists the Head of Admissions in reviewing and developing criteria to select students. (Includes people from outside the School.)

4. ADMISSIONS SELECTION COMMITTEE. Assists the Head of Admissions in the process of selecting students. (Includes people from outside the School.)

5. PROFESSIONAL DEVELOPMENT COMMITTEE. Advises the Director on matters related to development and professional growth opportunities for faculty and staff.

6. RESEARCH REVIEW COMMITTEE. Responsible for review of all research proposals involving NCSSM and approval or rejection of such proposals. A key mission of this committee is to ensure the privacy rights of the subjects and to protect the educational environment of NCSSM.

7. STUDENT REVIEW COMMITTEE. Meets to identify and provide support to students needing assistance in adjusting and performing satisfactorily in all aspects of their activities at the School.

8. SPECIAL PROJECTS COMMITTEE. Coordinates Special Projects Week activities and approves proposed projects.

9. JUDICIAL BOARD. A representative board that reviews judicial action.

DIRECTORY
SCHEDULES
CALENDAR

North Carolina School of Science and Mathematics

SCHOOL DIRECTORY
1984-1985

ACADEMIC OFFICE	683-6662
ADMISSIONS OFFICE	683-6679
ART DEPARTMENT	683-6508
ATHLETIC OFFICE	683-6688
BUSINESS OFFICE	683-6654
COMMUNICATIONS OFFICE	683-6428
DEVELOPMENT OFFICE	683-6660
DIRECTOR'S OFFICE	683-6656
ENGLISH DEPARTMENT	683-6654
FOOD SERVICE	683-6676
GUIDANCE OFFICE	683-6064
HEALTH SERVICES (Clinic)	683-6680
HOUSEKEEPING	683-6675
HUMANITIES DEPARTMENT	683-6668
LIBRARY	683-6678
MATHEMATICS DEPARTMENT	683-6664
MEDIA SERVICES	683-6550
MEDICAL SERVICES	683-6680
MUSIC DEPARTMENT	683-6167
OPERATIONS & INSTITUTIONAL ADVANCEMENT	683-6654
OUTREACH & RESEARCH OFFICE	683-6566
PERSONNEL	683-6521
PLANT MAINTENANCE	683-6675
PRINCIPAL'S OFFICE	683-6593
REGISTRAR'S OFFICE	683-6196
RESIDENTIAL LIFE OFFICE	683-6184
SCIENCE DEPARTMENT	683-6071
SECURITY OFFICE	683-6677
STUDENT SERVICES	683-6658
VISITORS	683-6521

CHARLES (Chuck) R. EILBER, Director	683-6656 286-7873
WILLIAM (Bill) W. YOUNGBLOOD, Principal and Deputy Director for School Programs	683-6593 544-2633
KRIS BAILEY (wife, Terri), Head Resident Advisor/Internship Program	683-6682 (Hill 2nd)
ROSS BAKER, Instructor of Biology	683-6070 682-1502
GAIL BARHAM, Personnel Officer	683-6521 876-8575
DAVID BARR, Instructor of English	683-6542 489-2985

KEVIN BARTKOVICH, Instructor of Mathematics	683-6533 286-0534
DEBORAH BASKET, Admissions Representative	683-6679 477-5459
WARREN BASKET, Residential Life Manager	683-6184 477-5459
VICTORIA (Vickie) BASSETT, Coordinator of Jordan Lake Project	683-6594 732-2329
MARY LOUISE BELLAMY, Coordinator of Biology	683-6072 286-1398
KATHLEEN (Kathy) BENZAQUIN, Dean of Students	683-6658 544-4821
MARLENE BLAKNEY, Head Resident/Academic Liaison	683-6524 (Beall 3rd)
CHARLES (Chuck) BRITTON, Instructor of Physics	683-6030 942-2056
BRANSON BROWN, Instructor of Physical Activity/Athletic Coordinator	683-6688 688-2859
J. KEITH BROWN, Head of Outreach and Research	683-6566 479-5603
RICHARD (Rick) BRYANT, Counselor & College Planning Coordinator	683-6532 682-9529
ANN CANNON, Accounting Technician	683-6654
LYNN CARROLL, Head Resident/Staff Training Program	683-6683 (Bryan 3rd)
NEILL CLARK, Instructor of English	683-6542 493-7254
JOE CLIFTON, Plant Supervisor	683-6675 544-3631 Pager #683-2917
HAROLD CLINE, Resident Advisor	683-6527 (Bryan 4th)
HELEN COMPTON, Instructor of Mathematics	683-6664 286-3764

ALEX CURRIN, Resident Advisor/Publications	683-6685 (Hill 1st)
JUANEZA DANIELS, Clerk Typist, Academic Office	683-6662 596-4852
BARBARA DAVIS, Secretary, Business Office	683-6654
STEVE DAVIS, Head of Mathematics & Computer Science	683-6664 967-3989
ANDREA DENNIS, Secretary to Principal	683-6593 477-8819
DOT DOYLE, Instructor of Mathematics	683-6664
HATTIE EVANS, Housekeeping Assistant	683-6675 596-4031
VIVIAN LEEPER FORD, Babcock Instructor of Mathematics	683-6664
RANDY FOY, Instructor of Music	683-6167 286-1441
KIM FRIERSON, Resident Advisor/Intramural Program	683-6529 (Beall 1st)
JOE GIBBS, Business Officer	683-6654 544-7634
CLIFTON GREGG, Plumber	683-6675 Pager #683-2919
SARAH HAMILTON, Associate Principal & Dean for Academic Affairs	683-6662 471-8500
DEBBIE HARDAWAY (husband, Dale), Resident Advisor	683-6522 (Beall 2nd)
HUGH HASKELL, Instructor of Physics	683-6585 467-7610
JANET HASWELL, Administrative Assistant, Business Office	683-6654 489-7553
JAMES (Jim) HENRY, Head of Media Services	683-6066 383-2161
VIRGINIA (Jennie) HEROLD, Librarian	683-6588 848-6763
STEVE HICKEN, Instructor of Music	683-6167 286-0152

KEN HORNE, Safety & Security Supervisor	683-6677 929-7850 Pager #683-2915
DON HOUPE, Coordinator of Foreign Languages	683-6668 929-5901
SANDRA JACKSON, Secretary to Dean of Students	683-6658 493-6789
MARTY JENNER, Head of Science Department	683-6071 688-3766
JOHN KOLENA, Coordinator of Physics	683-6078 383-7765
PRISCILLA (Pris) LANE, Secretary to Academic Dean	683-6662 489-3187
TONY LANGLEY, Resident Advisor/Student Activities	683-6526 (Bryan 2nd)
TIMOTHY (Tim) LEHMAN, Instructor of Social Sciences	683-6666 489-9547
MARK LEUCHTENBERGER, Development Officer	683-6660 967-2924
JOE LILES, Instructor of Art	683-6508 286-9401
SALLY LIN, Counselor & Group Development Coordinator	683-6532 479-5558
RENA LINDSTROM, Head of Guidance and Counseling	683-6532 683-8776
MARILYN LINK, Mentor/Independent Projects Coordinator	683-6592 544-2822
JAMES LITLE, Instructor of Social Sciences	683-6668 477-5935
JO ANN LUTZ, Instructor of Mathematics	683-6533 286-9534
BABE LYONS, Security Officer	683-6677 477-1428 Pager #683-2914
BORDEN MACE, Executive for Planning	683-6656 383-2663
ANDRES MANRING, Instructor of Physics	683-6077 489-2980

NEIL MASHBURN (husband, Mark), Resident Advisor/ Work, Commmunity Service Programs	683-6069 (Reynolds C, Ground)
MICHAEL MATROS, Communications Officer	683-6428 851-6353
RON MAXWELL, Resident Advisor	683-6565 (Wyche 2nd)
TIM McDADE, Laboratory Technician	683-6197 438-4077
CAM McDONALD, Grounds Supervisor	683-6564 286-1566
JACKIE McKEITHAN, Secretary, Admissions Office	683-6679
JACQUELINE (Jackye) MEADOWS, Instructor of Social Sciences	683-6668 375-5036
JON MILLER, Instructor of English	683-6542 471-0331
MARILYN MITCHELL, Instructor of Foreign Languages	683-6666 544-1112
NANCY CAROL MOORE, Clerk-Typist, Academic Office	683-6662 732-8902
BETH MOORMAN, Instructor of Art	683-6508 493-2245
CAROLYN MORSE, Coordinator of Chemistry	683-6079 544-5160
SELINA MUMFORD, Clerk, Business Office	683-6654
THOMAS NORWOOD, Refrigeration Mechanic	683-6564 Pager #683-2918
ROSEMARY OATES, Registrar & Instructor of Latin	683-6196 493-1062
FRANK O'NEAL, Resident Advisor/Student Activities	683-6689 (Wyche 2nd)
RUFUS OWENS, Instructor of Chemistry	683-6076 787-7922
MARY PENDERGRASS, Secretary, Development Office	683-6660 477-2894
PEGGY PHELPS, Media Technician	683-6550 489-1784

JOHN POE, Admissions Representative	683-6679 967-4908
GWENDOLYN PRYOR, Security Officer	683-6677 682-8547 Pager #683-2914
JANE RABON, Head of Development	683-6660 787-2292
BARBARA RICH, Secretary, Director's Office	683-6656 286-3697
BONNA ROBBINS, Administrative Assistant to Director	683-6656 471-2171
BRENDA ROSEN, Secretary, Guidance Office	683-6532 929-6696
CAROL ROYALS, Secretary, Outreach & Research Office	683-6566
AMA SHABAZZ, Instructor of Foreign Languages	683-6668
EARLEEN SHARROCK, Accounts Payable Clerk	683-6654
LING-YUNN SHIUE, Instructor of Chinese	683-6668 929-3179
DENISE SPARROW, Resident Advisor	683-6067 (Reynolds C 1st)
ODGEN SPRUILL, Head Resident/Residential Hall Programs	683-6687 (Wyche 1st)
LUCIA STADTER, Instructor of Latin	683-6666 942-7288
BONITA RHOLDON STEENSON, Babcock Instructor of Mathematics	683-6664 929-8147
OLA STRINGER, Head of Admissions	683-6679 596-0091
LINWOOD SUITT, Security Officer	683-6677 471-1153 Pager #683-2914
BRAUGHN TAYLOR, Dean of Operations & Institutional Advancement and Deputy Director of School Services	683-6654 683-6127 471-0482
DAN TEAGUE, Instructor of Mathematics	683-6533
DONNY TERRELL, Electrician	683-6564 Pager #683-2916

BETH TIMSON, Instructor of English	683-6542 286-7367
LIZ TOOMEY, Instructor of Foreign Languages	683-6669 942-5695
J.W. TROXLER, Instructor of English	683-6542
CATHY VEAL (husband Bill), Head Resident/Parent Contact Program	683-6068 (Reynolds E)
NANCY WALKER, Babcock Instructor of Biology	683-6073 942-6529
DANNY WATSON, Steam Plant Supervisor	683- 383-6400
AUTREY WILLIAMS, Housekeeping Supervisor	683-6675 Pager #683-2920
JOHN WILLIAMS, Trades Helper	683-6564 596-4871
VIRGINIA (Ginger) WILSON, Head of Humanities	683-6668 489-2693
FRANK WHITE (wife Carmen), Resident Advisor	683-6681 (Hill 2nd)
TOBY WRENN, Security Officer	683-6677 942-3640 Pager #683-2914
RUTH ZWEIDINGER, Instructor of Chemistry	683-6075 732-7984

COACHING STAFF

Scott Hawkins	Men's Basketball
Ann Bell	Women's Basketball
Kevin Bartkovich	Men's Soccer
(TBA)	Women's Soccer
Tony Bennett	Track
Rick Bryant	Swimming
Nancy Simeonsson	Swimming
Nancy Hester	Volleyball
Dan Teague	Softball
Jon Miller	Assistant Softball
Dean Storelli	Cross Country
Bob Cox	Tennis

CONSULTANTS

CECILY C. SELBY, Chairman, Board of Advisors	212/371-6787
RICHARD (Dick) GOTTSCHALK	683-6660

FOOD SERVICE (PFM)

S. TODD SHEPARD, Manager	683-6301 682-4225
HORACE MATHIS (Max), Production Manager	683-6676
SHELLEY BISHOP, Service Manager	683-6676

MEDICAL SERVICES

NANCY SIMEONSSON, R.N., Clinic	683-6680 684-3367
DR. BARBARA MORRIS, Duke University Student Health	684-6721

PARENTS' ORGANIZATION

ROBERT (Bob) BELVILLE, President	704/584-2551
JANE STRONG, Treasurer	919/766-7644
MARK LEUCHTENBERGER, Staff Consultant	683-6660
CATHY VEAL, Secretary	683-6068

VOLUNTEERS

VINCENT O'SHEA, Mathematics	477-0096
ANNIE JOHN WILLIAMS, Mathematics	286-2713
ALICE WALKER, Library	286-9889

STUDENT COUNCIL

TAB HUNTER, President

ROB WINTERS, Vice President/Secretary

MIKE DROZD, Treasurer

DORM ASSISTANTS

Bryan

Cleveland Lewis
Christopher Dumas
Ron Boling
Christopher Connelly
Brian Rice
Jason Dimsdale

Beall

Karen Kinsey
Nancy Elliott
Cynthia Stubbs
Shawneille Campbell
Alison Micklin
Elizabeth Myers

Reynolds

Anita Vann
Teresa Dunlap
Pam Kelly
Sara Crovitz
Beth Hinshaw
Kyong Lee

Hill

Nick Oldenburg
Douglas May
Jeffrey Yu

Wyche

Stephen Cole
Travis Koch

SUZANNE KUO, Yearbook Editor

JEFF CHERRY, Newspaper Editor

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Aderhold Leigh P	12	RC	20	B158	Mashburn	Henry
Ajmera Maya K	12	RC	20	B159	Mashburn	Oates
Allen Deirdre L	11	RE	209	B349	Veal	Taylor
Allen F.Hill	12	H	205	H3	Bailey	Leeper Ford
Allen Gregory L	12	BR	213	B347	Langely	Brown,B.
Alston Charles L	11	H	123	H103	Currin	Baker
Alston Warren E	11	H	122	H104	Currin	Baker
Antonucci Dominick J	11	W	105	H30	Spruill	Taylor
Apple Lorrie V	12	RE	211	B161	Veal	Brown,B.
Applegate Joffa M	11	BL	105	B273	Frierson	Baker
Armistead Selena L	12	RC	204	B162	Sparrow	Herold
Babb Jeffrey D	12	BR	205	B348	Langely	Owens
Baggett Scott A	11	H	230	H126	White	Davis
Bain Amy C	11	BL	305	B408	Blakney	Baker
Baines Tyrone R	11	BR	309	B256	Carroll	Bartkovitch
Ball Marin E	12	BL	207	B163	Hardaway	Lindstrom
Barger Kyle E	11	W	118	H115	Spruill	Bartkovitch
Barlow Laura S	11	RC	18	B157	Mashburn	Taylor
Barnes Robert R	11	W	207	H76	ONeal	Phelps
Bastia Chandra M	11	W	106	H62	Spruill	Barr
Baucom DeAhn H	11	RE	9	B267	Mashburn	Lin
Beasley A. Catherine	11	RE	210	B269	Veal	Brown,B.
Beatty David D	11	H	223	H122	White	Taylor
Belle Linwood D	12	W	109	H5	Spruill	Barr
Belton Kevin B	12	W	205	H6	ONeal	Barr
Belville Sharon L	12	RC	210	B166	Sparrow	Foy
Bias Jerome F	11	H	119	H96	Currin	Meadows
Bingham Amy S	11	BL	309	B246	Blakney	Taylor
Bishop Alan G	11	H	129	H107	Currin	Houpe
Bluestone Barbra P	11	BL	110	B198	Frierson	Link
Boling Ronald N	12	BR	301	B342	Carroll	HEROLD
Boone Pamela L	11	BL	308	B269	Blakney	Houpe
Bowers Simone R	11	RE	209	B224	Veal	Hamilton
Bowes Stephanie C	11	BL	314	B351	Blakney	Bartkovich
Bowman Jennifer L	11	RE	8	B187	Mashburn	Troxler
Boyce Elmer G	11	W	105	H54	Spruill	Link
Boyce Mark W	11	H	229	H37	White	Troxler
Brauns Frank J	11	BR	206	B290	Langely	Link
Breiland Michelle R	11	RC	8	B401	Mashburn	Troxler
Bringewatt Kevin M	11	BR	411	B294	Cline	Link
Britton Rose P	11	BL	211	B402	Hardaway	Troxler
Brotherton John W	11	W	115	H47	Spruill	Doyle
Brotherton Michael A	11	W	115	H13	Spruill	Bryant
Bryant Rodney A	11	H	126	H23	Currin	Troxler
Buehler Erich G	11	BR	205	B218	Langely	Troxler
Bullard Steven R	12	H	118	H9	Currin	HENRY
Burgess Geoffrey P	11	H	222	H24	White	Bellamy
Burnette Lionel B	11	H	204	H88	Bailey	Miller
Burniston Mark T	11	H	206	H85	Bailey	Lin
Burroughs Kevin E	11	BR	404	B230	Cline	Lin
Burton George A	12	W	220	H10	Maxwell	Morse

Directory of Student Body, 1984-85

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Cabinum Elaine S	11	BL	215	B297	Hardaway	Gibbs
Cameron Christopher S	12	H	122	H11	Currin	Morse
Camp Mary J	11	BL	204	B411	Hardaway	Brown,K.
Campbell Shawneille Y	12	BL	217	B167	Hardaway	Oates
Canter Brian K	12	BR	422	B352	Cline	BARR
Carothers Cari B	11	RE	210	B211	Veal	Hamilton
Carter Brent S	11	H	204	H79	Bailey	Britton
Chadwick Angela C	11	BL	108	B180	Frierson	Bellamy
Chantiles Christopher S	12	BR	219	H12	Langley	Shabazz
Chavis Kimberly D	12	RC	104	B169	Sparrow	Lindstrom
Cherry Jeffrey F	12	BR	318	B326	Carroll	Phelps
Choi Caroline	11	BL	204	B235	Hardaway	Brown,K.
Christiansen Donna A	12	RE	10	B170	Mashburn	Owens
Chu Lawrence D	11	H	232	H92	White	Bryant
Chung Kai-I	11	H	211	H105	Bailey	Foy
Clark Kenneth A	12	H	235	H13	White	Bartkovitch
Clontz Robert S	11	H	208	H39	Bailey	Oates
Cochran Keith D	11	BR	406	H2	Cline	Troxler
Cole Stephen N	12	W	114	H19	Spruill	FOY
Cole Thomas D	11	BR	207	H77	Langley	Bryant
Coleman Debra K	11	RC	205	B257	Sparrow	Bellamy
Coleman Zachary D	11	H	230	H25	White	Hamilton
Collins Suzanne G	12	RE	204	B175	Veal	Phelps
Comire Donald A	12	H	207	H20	Bailey	Morse
onfer Ronald W	12	H	211	H21	Bailey	Bellamy
Connely Christopher S	12	BR	318	B327	Carroll	Steenson
Cooper Alice T	11	BL	306	B392	Blakney	Leeper Ford
Copeland Anthony O	12	H	210	H26	Bailey	Shabazz
Covill Tracey K	12	RC	102	B176	Sparrow	Herold
Craig Derrick M	11	W	118	H14	Spruill	Stringer
Crovitz Sara P	12	RE	215	B177	Veal	Steenson
Daniels Traci F	12	RE	12	B178	Mashburn	Wilson
Davis James D	11	H	114	H16	Currin	Jenner
Davis Robert N	12	BR	413	B370	Cline	Walker
Dean Kenneth M	12	H	129	H28	Currin	Bartkovitch
Dellinger Roy E	11	H	222	H59	White	Kolena
Denton Brett J	11	BR	422	B197	Cline	Teague
Dhillon Harmeet K	12	BL	116	B181	Frierson	Zweidinger
Dimsdale Jason M	12	BR	427	B328	Cline	Walker
Do Minh D	12	BR	227	H29	Langley	Doyle
Dotson DeAnne L	11	BL	109	B405	Frierson	Timson
Driver Jacqueline L	12	BL	203	B182	Hardaway	Shabazz
Drozd James M	12	BR	305	H31	Carroll	Britton
Duffy Karen E	11	BL	208	B339	Hardaway	Houpe
Dumas Christopher F	12	BR	225	B373	Langley	Leuchtenberg
Dunlap Teresa A	12	RC	12	B183	Mashburn	Henry
Eason David B	11	BR	304	B201	Carroll	Benzaquin
Edwards Eric K	12	BR	222	B374	Langley	Litle
Edwards Marcia D	11	BL	111	B367	Frierson	Benzaquin
ller Karen M	11	BL	212	B409	Hardaway	Jenner
Elliott Nancy B	12	BL	117	B184	Frierson	Herold

Directory of Student Body, 1984-85

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Entrichel Zlavia A	12	RD	206	B189	Veal	Leuchtenberg
Enyedi Mark A	11	BR	410	B357	Cline	Miller
Epley David B	12	W	219	H33	ONeal	Lindstrom
Eymer Samson A	11	BR	304	B240	Carroll	Benzaquin
Faircloth Wanda L	11	RC	202	B315	Sparrow	Oates
Ferguson Brenda E	11	BL	212	B173	Hardaway	Basket,W.
Figgins Timothy E	12	BR	323	H34	Carroll	Baker
Fisher Leslie E	12	RC	202	B190	Sparrow	Britton
Floyd Joseph W	11	H	213	H127	Bailey	Compton
Foeller Jeffry R	11	H	224	H128	White	Poe
Forrester Marshall P	11	W	217	H35	ONeal	Doyle
Francis Amy L	11	BL	104	B312	Frierson	Benzaquin
Freeman Sylvia J	11	BL	306	B264	Blakney	Oates
Fu David L	12	BR	301	B329	Carroll	Toomey
Gaddy Tina M	12	RD	203	B193	Veal	Walker
Gahagan Kenneth R	11	BR	202	B186	Langely	Basket,W.
Gainey Ronald F	12	BR	202	H40	Langely	Toomey
Galarneau Joseph D	12	BR	312	H41	Carroll	Toomey
Ganguli Chandana	11	RC	111	B239	Sparrow	Davis
Gantt Larry F	11	W	116	H142	Spruill	Foy
Garg Seema	12	RE	109	B196	Veal	Walker
Garner Lee P	11	H	124	H8	Currin	Davis
Gerald Laura I	11	BL	206	B416	Hardaway	Miller
Ghirardelli David A	11	BR	204	B344	Langely	Bryant
Gibbs Brenda L	11	RE	108	B155	Veal	Henry
Godwin Horace J	12	BR	423	B375	Cline	Steenson
Gottman Joseph E	12	BR	408	H44	Cline	Toomey
Grant Michael C	11	W	116	H125	Spruill	Poe
Green Linda E	11	BL	110	B165	Frierson	Steenson
Greene Karen L	11	BL	312	B179	Blakney	Poe
Griffin Howard J	11	H	208	H111	Bailey	Davis
Grimes John M	11	W	113	H113	Spruill	Benzaquin
Grimes Kenneth M	11	H	123	H22	Currin	Manring
Groenke Dawn A	12	RD	201	B199	Veal	Bartkovitch
Grunkemeyer Joseph T	11	W	220	H68	Maxwell	Basket,W.
Gruver Alan A	12	H	235	H45	White	Houpe
Gupton Ginger L	11	BL	311	B356	Blakney	Gibbs
Hall William R	12	H	116	H48	Currin	Davis
Hanks James M	11	BR	410	B302	Cline	Bellamy
Harris Stephanie M	12	RC	110	B202	Sparrow	Bellamy
Harrod Jennifer P	11	RC	209	B231	Sparrow	Hamilton
Hart Heath D	12	W	209	H50	ONeal	Jenner
Hawkins James E	12	H	205	H51	Bailey	Leeper Ford
Hayes Milton A	11	H	224	H43	White	Hamilton
Hazelton Torian L	12	BR	417	H58	Cline	Meadows
Henson Angeline L	11	BL	304	B301	Blakney	Compton
Herring Cyrus M	12	H	203	H64	Bailey	Doyle
Hill Brandon L	12	BR	201	B378	Langley	Doyle
Hinshaw Elizabeth E	12	RD	205	B208	Veal	Steenson
Hite Mary C	11	BL	214	B341	Hardaway	Librarian

Directory of Student Body, 1984-85

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Hodgin Martha R	11	RE	4	B372	Mashburn	Librarian
Hollis Margery L	11	BL	209	B226	Hardaway	Steenson
Holmes Cynthia H	12	RC	209	B209	Sparrow	Zweidinger
Holt Anna M	12	RE	11	B213	Mashburn	Shabazz
Hood David E	11	H	228	H61	White	Herold
Hooker Lynn M	11	BL	106	B254	Frierson	Librarian
Hopkins Shawn M	11	BR	409	B185	Cline	Kolena
Howell Lisa H	11	BL	316	B406	Blakney	Stringer
Huang David Y	12	BR	325	B379	Carroll	Bellamy
Huang I-Win	11	W	113	H118	Spruill	Foy
Huang Patti C	11	BL	315	B281	Blakney	Foy
Huber Gina E	12	BL	307	B216	Blakney	FOY
Hull Warren H	11	W	217	H36	ONeal	Hamilton
Humphrey Reginald J	11	BR	309	B291	Carroll	Kolena
Hunkins David M	12	BR	302	H65	Carroll	Davis
Hunter John V	11	W	212	H53	Maxwell	Meadows
Hunter Tab C	12	H	210	H67	Bailey	Litle
Inman Mark S	12	BR	312	H70	Carroll	Wilson
Isbister Katherine C	11	BL	107	B299	Frierson	Librarian
Jackson Elizabeth L	11	RE	206	B260	Veal	Librarian
Jackson Lisa C	11	BL	111	B191	Frierson	Librarian
Jackson Scott A	12	W	117	H71	Spruill	Gibbs
Janecek Frank P	12	BR	407	B381	Cline	Baker
Jawa Amandeep S	11	BR	228	B188	Langley	Matros
Jolly Sharon E	12	RC	6	B217	Mashburn	Henry
Jones Anthony P	11	BR	411	B350	Cline	Bryant
Jones Eric C	11	BR	212	B215	Langley	Lin
Jones Michele R	12	RC	105	B220	Sparrow	Wilson
Jones Natalie B	11	BL	311	B200	Blakney	Shabazz
Jones Sybil M	11	BL	208	B358	Hardaway	Basket,W.
Jordan Jonathan C	11	W	111	H15	Spruill	Youngblood
Kaiser Byron M	11	H	207	H7	Bailey	Kolena
Kaplan Samuel R	11	W	207	H97	ONeal	Henry
Karakash John M	12	W	206	H80	Maxwell	Teague
Karamchandani Renu P	11	RC	111	B289	Sparrow	Wilson
Keel Sharon R	11	BL	308	B363	Blakney	Youngblood
Keever Jerry D	12	H	235	H81	White	Jenner
Kelly Jeanine P	11	RE	14	B412	Mashburn	Leeper Ford
Kelly Maria P	12	RE	2	B223	Mashburn	Toomey
Kelly Pamela R	12	RE	102	B229	Veal	Houpe
Kemper Daniel A	12	H	201	H82	Bailey	Lutz
Kennedy Kenneth D	12	W	206	H84	Maxwell	Kolena
Khoury Peter G	11	BR	210	B156	Langley	Liles
Killian Sharon L	11	RE	104	B277	Veal	Teague
King Kimberly A	12	BL	103	B232	Frierson	Baker
King Timothy D	11	BR	404	B365	Cline	Liles
Kinlaw Clifton R	11	BR	208	B345	Langley	Link
Kinsey Karen E	12	BL	105	B236	Frierson	Morse
Kirkland Melissa E	11	BL	207	B243	Hardaway	Litle
Klimkowski Kenneth J	11	H	121	H46	Currin	Lindstrom
Knight Susan E	11	RE	4	B417	Mashburn	Youngblood

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Koch Travis G	12	W	208	H86	Maxwell	Doyle
Kome Sam H	12	W	222	H87	Maxwell	Basket,W.
Konanc John E	11	H	232	H72	White	Litle
Kong LiSheng	11	H	226	H56	White	Poe
Kraines Steven B	11	H	124	H4	Currin	Lutz
Kuo Suzanne C	12	RE	109	B237	Veal	Jenner
Lane Tamara R	11	RE	106	B204	Veal	Meadows
Lassiter John C	12	BR	306	B330	Carroll	Basket,W.
Law Colin C	11	H	125	H49	Currin	Basket,W.
Lawrence William W	12	BR	419	H94	Cline	Hamilton
Lea Benjamin J	11	BR	412	B219	Cline	Matros
Lea Frank J	12	BR	425	B383	Cline	Liles
Ledbetter Mark K	11	BR	311	B300	Carroll	Morse
Lee Bum (Jimmy) K	12	H	104	H95	Currin	Zweidinger
Lee Kyong S	12	RC	214	B242	Sparrow	Jenner
Lee Tina M	11	RE	214	B206	Veal	Morse
Leiva Miriam K	12	BL	317	B244	Blakney	Jenner
Lester Anthony D	12	W	107	H143	Spruill	Benzaquin
Levering Paul W	11	H	121	H90	Currin	Owens
Levister Zoltan G	12	BR	207	B385	Langley	Oates
Levy Rachel	12	RC	204	B247	Sparrow	Owens
Lewis Cleveland W	12	BR	214	B386	Langley	Morse
Lindsley Kelly G	11	BL	310	B362	Blakney	Leeper Ford
Ling Michael A	11	BR	211	B371	Langley	Toomey
Liu Linda L	11	BL	314	B340	Blakney	Timson
Livengood Edward T	11	W	106	H109	Spruill	Timson
Long James M	11	BR	222	B160	Langley	Litle
Long Lora A	11	RC	15	B194	Mashburn	Troxler
Love Joy L	11	BL	305	B319	Blakney	Litle
Lowry Katie	11	BL	214	B249	Hardaway	Meadows
Lowry Tryon D	12	H	129	H98	Currin	Henry
MacDonald Katherine A	11	BL	209	B227	Hardaway	Matros
Mace Kelly A	12	RC	212	B248	Sparrow	Meadows
Macri Kimberly A	11	RC	8	B359	Mashburn	Owens
Malveau Raphael C	11	BR	206	B207	Langley	Toomey
Marshall Michael M	11	H	125	H78	Currin	Owens
Marsosudiro Philindo J	12	BR	302	B331	Carroll	Oates
Martin Cheryl L	11	BL	108	B214	Frierson	Teague
Martin Leah K	11	BL	310	B238	Blakney	Lutz
Mattheis Erik J	11	H	114	H66	Currin	Davis
Mauskopf Philip D	11	BR	406	B234	Cline	Kolena
May Douglas S	12	H	202	H100	Bailey	Britton
McCall Karen A	12	RE	104	B250	Neal	Liles
McCallum Robert A	12	H	116	H101	Currin	Herold
McEnally Charles S	12	BR	402	B387	Cline	Bartkovitch
McLaughlin Mary E	11	RE	106	B292	Veal	Britton
McRae James P	12	W	109	H106	Spruill	LINDSTROM
Meigs Thomas E	11	H	117	H91	Currin	Basket,D.
Middleton Hunter L	12	H	201	H110	Bailey	Benzaquin
Miller Sonja A	12	RE	12	B251	Mashburn	Liles
Moates William D	11	W	117	H102	Spruill	Basket,D.

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
ɔore Pearleatha O	11	RE	6	B369	Mashburn	Wilson
Moran Alice C	11	BL	216	B298	Hardaway	Basket,W.
Morgan Ginger L	11	RE	6	B192	Mashburn	Brown,B.
Morin Brian G	12	W	120	H112	Spruill	Eilber
Mueller Donn C	12	H	203	H116	Bailey	Phelps
Murphy C. Laurence	11	BR	405	B222	Cline	Lindstrom
Myers Elizabeth L	12	BL	315	B252	Blakney	Compton
Myers Ethel	11	RE	202	B253	Veal	Lutz
Myers Kimberly S	11	RC	15	B322	Mashburn	Wilson
Nance Paula Edith A	12	RC	202	B255	Sparrow	Houpe
Neely James H	11	BR	310	B272	Carroll	Lutz
Niazi-Sai Mohammad	12	BR	409	H117	Cline	Matros
Nicklin Allison	12	BL	303	B259	Blakney	Leeper Ford
Nisbett Donald A	11	H	225	H32	White	Lutz
Nissman Daniel B	12	BR	204	B389	Langley	Link
Norman Gina P	11	BL	204	B228	Hardaway	Miller
Oakes Jeffrey L	11	H	227	H57	White	Wilson
Oldenburg Nicklas B	12	H	120	H119	Currin	Lutz
Owens Rebecca E	11	BL	109	B266	Frierson	Brown,B.
Oxendine Susan H	12	RC	208	B261	Sparrow	Houpe
Paine Christopher M	11	BR	408	B333	Cline	Jenner
Parker Elizabeth C	11	BL	115	B172	Frierson	Brown,K.
Parks David W	12	BR	407	B335	Cline	Link
Pelc Wendy D	11	BL	107	B210	Frierson	Brown,B.
Peterson Eric C	12	W	219	B391	ONeal	Teague
etranick David A	12	H	126	H120	Currin	Zweidinger
Phifer Geneva C	12	RD	207	B262	VEAL	Basket,D.
Pint Kevin J	11	H	213	H27	Bailey	Miller
Pirestani Joseph D	11	W	104	H63	Spruill	Manring
Pizer William A	11	BR	211	B282	Langley	Brown,B.
Poole Laura L	12	BL	308	B263	Blakney	LILES
Powell Robert D	11	W	215	H83	ONeal	Brown,B.
Primlani Angeli C	11	RE	204	B346	Veal	Clark
Privett Jeffrey K	11	BR	412	B320	Cline	Phelps
Proctor Nancy E	12	RE	215	B265	Veal	Leeper Ford
Provost Valerie B	12	RE	106	B268	Veal	Teague
Pruett Stephen K	11	BR	306	B279	Carroll	Liles
Raines Kimberly L	12	RD	204	B271	Veal	Zweidinger
Ramos Mary A	12	BL	103	B274	Frierson	Steenson
Ramsey Thomas J	12	BR	305	B336	Carroll	Eilber
Rapp Melissa M	11	RE	206	B223	Veal	Litle
Reeder Thomas W	12	W	213	H123	ONeal	Taylor
Reynolds Julie A	11	RE	4	B276	Mashburn	Teague
Rice Brian T	12	BR	401	H124	Cline	Compton
Richardson Aretha C	11	BL	210	B258	Hardaway	Meadows
Riden Sula A	12	BL	213	B278	Hardaway	Compton
Roach Jared C	12	BR	228	B396	Langley	Kolena
Roddy Gene E	12	H	119	H129	Currin	Miller
Roddy Richard W	11	BR	307	B287	Carroll	Walker
Rohrbach Lisa A	11	BL	216	B225	Hardaway	Link
.oper Lauralea J	11	BL	206	B364	Hardaway	Barr

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Roscoe Amy K	11	RC	18	B313	Mashburn	Miller
Rose Dorothy G	11	BL	304	B205	Blakney	Shabazz
Rose Thomas W	11	W	111	H75	Spruill	Owens
Rouse R.Channing	11	BL	316	B168	Blakney	Herold
Rowe George D	11	W	215	H17	ONeal	Shabazz
Salter Ashley D	11	BR	405	B377	Cline	Wilson
Sanders Eric P	12	BR	310	B337	Carroll	Compton
Sandhu Jaspreet S	12	BR	309	B338	Carroll	Doyle
Sawyer Melinda E	12	BL	105	B280	Frierson	Doyle
Schmitt Eric A	12	W	103	H130	Spruill	Zweidinger
Schmitz Birgit M	12	RC	14	B288	Mashburn	Gibbs
Scott Deric M	11	H	209	H60	Bailey	Lin
Shackelford Douglas E	11	W	116	H99	Spruill	Youngblood
Shaw Heather S	12	BL	107	B293	Frierson	Bartkovitch
Shaw Maxine	12	RC	7	B295	Mashburn	Compton
Short Jessics L	11	BL	104	B354	Frierson	Owens
Shumate Donna L	11	BL	104	B171	Frierson	Kolena
Silver Steven	11	H	227	H89	White	Toomey
Singh Ravinder S	12	W	213	H131	ONeal	Herold
Slater Amanda I	11	RE	14	B390	Mashburn	Lin
Sliz Nicholas B	11	BR	308	B221	Carroll	Youngblood
Smith Chandra Y	11	BL	217	B380	Hardaway	Barr
Smith David C	11	H	225	H74	White	Leuchtenberg
Smith Majorie J	11	BL	114	B310	Frierson	Morse
Smith Nancy L	11	BL	114	B283	Frierson	Youngblood
Snyder Scott S	12	BR	210	B397	Langley	Clark
Spell Sonja R	11	BL	210	B334	Hardaway	Bryant
Spence Barry A	12	W	211	B398	ONeal	Matros
Stanley Garrett B	11	BR	204	B245	Langley	Youngblood
Stanley Tarshia L	11	BL	312	B353	Blakney	Shabazz
Starnes Daren S	12	H	223	H144	White	Clark
Steen Douglas R	11	W	212	H1	Maxwell	Stringer
Stephenson Cristina M	12	BL	215	B296	Hardaway	Leeper Ford
Stewart Gina M	11	BL	313	B355	Blakney	Gibbs
Stewart Katharine E	12	BL	112	B304	Frierson	Stringer
Stewart Kathleen A	11	BL	213	B286	Hardaway	Barr
Storey Cleveland J	12	BR	317	H132	Carroll	Stringer
Strong Rayanne M	12	BL	113	B305	Frierson	Lindstrom
Stubbs Cynthia J	12	BL	203	B395	Hardaway	Litle
Suh Doowon	12	W	222	H133	Maxwell	Stringer
Sung Chi-Yon	11	BL	205	B318	Hardaway	Houpe
Sutton James R	12	BR	206	B399	Langley	Stringer
Swackhamer Amy J	12	BL	112	B306	Frierson	Taylor
Taranto Patti A	11	BL	211	B394	Hardaway	Britton
Taylor Brant M	12	H	116	H134	Currin	Steenson
Tew Joshua B	11	BR	212	B303	Langely	Zweidinger
Thacker Robert W	11	W	104	H73	Spruill	Clark
Thomas Andrew L	12	BR	401	H135	Cline	Taylor
Tibbets Frank W	11	H	206	H114	Bailey	Phelps
Tilly Michael P	11	H	117	H55	Currin	Lutz

Student's Full Name	CL	Do	RM#	Box #	R/A Last Name	ADV/COUN
Tripp Elizabeth L	11	BL	115	B366	Frierson	Hamilton
eng Elaine E	12	RE	214	B307	Veal	Britton
Tucker James F	12	W	204	H136	Maxwell	Leuchtenberg
Turner William L	12	BR	217	B403	Langely	Zweidinger
Vann Anita L	12	RE	2	B308	Mashburn	Leuchtenberg
Verghese George M	12	BR	307	B415	Carroll	Leuchtenberg
Waddell Emanuel A	11	H	220	H38	White	Barr
Walend Paige C	12	RC	10	B343	Mashburn	Baker
Walters Jennifer L	12	RD	202	B309	Veal	Leuchtenberg
Ward John A	11	BR	208	B360	Langley	Manring
Waters Robert E	11	BR	307	B212	Carroll	Liles
Watson Sandra K	12	RC	14	B241	Mashburn	Clark
Watts Karen A	11	RC	104	B388	Sparrow	Manring
Weeks Karen E	12	BL	303	B311	Blakney	Clark
Wells Elizabeth J	12	RE	208	B314	Veal	Leuchtenberg
Wheeler Christopher K	11	BR	209	B285	Langley	Brown,K.
Whitaker Elizabeth G	12	RE	9	B316	Mashburn	Herold
White William J	12	W	108	H137	Spruill	Basket,D.
Williams Andrea L	11	RC	18	B361	Mashburn	Manring
Williams Hope I	11	RE	8	B400	Mashburn	Manring
Williams Michelle D	11	RC	105	B376	Sparrow	Meadows
Wilson Dundee A	11	H	220	H42	White	Manring
Wimberly Lanita G	11	RC	7	B270	Mashburn	Bellamy
Winslow Thomas B	11	BR	209	B174	Langley	Miller
Winters Robert O	12	H	228	H138	Currin	Basket,D.
Wolfe Margaret S	12	RE	208	B317	Veal	Poe
oodall Scott A	12	H	228	H139	White	Basket,D.
Woodard Jennifer M	11	RC	205	B275	Sparrow	Gibbs
Woodard Jerrilyn W	11	BL	313	B203	Blakney	Britton
Woodhouse Elizabeth C	11	BL	304	B384	Blakney	Lindstrom
Woosley Julie S	11	RE	108	B195	Neal	Gibbs
Workman Sandy D	12	BL	112	B321	Frierson	Timson
Worley Carmen E	12	RC	102	B324	Sparrow	Timson
Wright Jill C	12	RC	108	B325	Sparrow	Poe
Wright Kenneth N	12	BR	313	B404	Carroll	Timson
Wu Richard C	11	BR	308	B332	Carroll	Leuchtenberg
Wu Yi-Chui	11	BL	315	B410	Blakney	Gibbs
Yeowell Karen H	11	BL	106	B323	Frierson	Henry
Young Darren M	11	H	229	H108	White	Davis
Young Matthew B	11	BR	409	B393	Cline	Manring
Yount Pamela L	11	BL	205	B368	Hardaway	Stringer
Yu Jeffrey C	12	H	226	H140	White	Timson
Yue Frank E	12	BR	319	H141	Carroll	Timson

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

SCHOOL CALENDAR 1984 - 1985

AUGUST	Mon 13	New Resident Advisors Report
	Wed 15	Returning Residential Staff Reports
	Mon 20	Teachers Report - Teacher Workday
	Tue 21 - Thu 23	Teacher Workdays
	Wed 22	Dorm Assistants, Orientation Committee & Student Council Report
	Fri 24	Juniors Report
	Sat 25	Orientation - Juniors
	Sun 26	Seniors Report Orientation - Juniors CONVOCATION
	Mon 27	All-school Orientation
	Tue 28	Run-through of Classes; 1st Quarter Begins
SEPTEMBER	Sat 1	Orientation - Required For All Students
	Mon 3	LABOR DAY, Classes in session
	Sat 15	Parents Day Teacher Workday
	Thu 27	Extended Week-end (students dismissed at the end of instructional day)
	Sun 30	Students return by 10:30 p.m. (dorms open at noon)
OCTOBER	Tue 2	N. C. Competency Testing
	Wed 3	N. C. Competency Testing
	Sat 13	SAT/Achievement Testing
	Tue 16	Humanities Symposium
	Sat 20	PSAT/NMSQT Required of Juniors
	Thu 25	1st Quarter Ends (students dismissed at the end of instructional day)
	Fri 26	Teacher Workday
	Mon 29	Teacher Workday
	Mon 29	Students return by 10:30 p.m. (dorms open at noon)
	Tue 30	2nd Quarter Begins
NOVEMBER	Sat 3	SAT/Achievement Testing
	Mon 12	VETERANS' DAY, Classes in session
	Tue 20	Dismissal end of instructional day for THANKSGIVING HOLIDAY
	Sun 25	Students return by 10:30 p.m. (dorms open at noon)
DECEMBER	Sat 1	SAT/Achievement Testing
	Fri 7	Board of Trustees Meeting
	Wed 19	Dismissal at end of instructional day for WINTER VACATION
JANUARY	Wed 2	Students return by 10:30 p.m. (dorms open at noon)

JANUARY (continued)	Thu 17 - Wed 23	Semester 1 Examinations
	Wed 23	2nd Quarter Ends (students dismissed at the end of the instructional day)
	Thu 24 & Fri 25	Teacher Workdays
	Sat 26	SAT/Achievement Testing
	Sun 27	Students return by 10:30 p.m. (dorms open at noon)
	Mon 28	3rd Quarter Begins
FEBRUARY	Wed 6	Science Symposium
	Wed 27	Dorms close at the end of instructional day
	Thu 28	Teacher Workday - In-Service
MARCH	Fri 1	Teacher Workday - In-Service (morning) Preparation for Special Projects Week (afternoon)
	Sun 3	Students return by 10:30 p.m. (dorms open at noon)
	Mon 4	Special Projects Week Begins
	Fri 8	Special Projects Week Ends
	Sat 23	SAT/Achievement Testing
APRIL	Wed 3	3rd Quarter Ends Dismissal at end of instructional day for SPRING VACATION
	Thu 4 & Fri 5	Teacher Workdays
	Sun 14	Students return by 10:30 p.m. (dorms open at noon)
	Mon 15	4th Quarter Begins
	Sat 20	Semifinalists Visit Campus Teacher Workday
	Sat 27	Semifinalists Visit Campus Teacher Workday
	Tue 30	Mathematics Symposium
MAY	Sat 4	SAT/Achievement Testing
	Tue 7 - Fri 17	Advanced Placement Examinations
	Sat 18	College Day - Required of Juniors
	Mon 27	Memorial Day, Classes not in session
	Thu 30	Reading Time (morning) Examinations Begin (afternoon)
	Fri 31	Examinations
JUNE	Sat 1	SAT/Achievement Testing
	Mon 3 - Wed 5	Examinations
	Thu 6	Examinations (morning) Check-Out Activities (afternoon)
	Fri 7	Board of Trustees Meeting (morning) RECOGNITION DAY (afternoon)
	Sat 8	COMMENCEMENT DAY Teacher Workday
	Mon 10 - Wed 12	Teacher Workdays

NCSSM
1984-85

Name _____ Grade ____ Date _____

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:45 1	8:00-8:45 4	8:00-8:45 3	8:00-8:45 5	8:00-8:45 2
8:50-9:35 2	8:50-9:35 5	8:45-9:30 3L	8:50-9:35 4	8:50-9:35 1
9:40-10:25 3	9:40-10:25 1	9:40-10:25 2	9:40-10:25 3	9:40-10:25 6
10:30-11:15 8	10:25-11:10 1L	10:25-11:10 2L	10:30-11:15 6	10:30-11:15 8
11:15 am - LUNCH - 1 pm				
11:55-12:40 4	11:50-12:35 7	12:00-12:45 5	11:55-12:40 7	11:55-12:40 5
12:40-1:25 4L	12:40-1:25 6	12:50-1:35 8	12:40-1:25 7L	12:40-1:25 5L
1:35-2:20 6	1:30-2:15 3	1:40-2:25 7	1:35-2:20 8	1:30-2:15 4
2:20-3:05 6L	2:20-3:05 2	2:30-3:15 1	2:20-3:05 8L	2:20-3:05 7
	FACULTY/STAFF MEETINGS; ALL-SCHOOL MEETINGS			

/ / / / / BETWEEN PERIODS INDICATES A 10-MINUTE CLASS CHANGE.

- - - - - INDICATES A 5-MINUTE VARIATION IN STARTING TIME.

1984 - 85 CLASS SCHEDULE SEMESTER 1*

DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE: DR. C. STEPHEN DAVIS, CHAIR

TEACHER	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
Bartkovich BR447	MA22001 Pascal BR436 (T,F)	MA22002 Pascal BR436 (T,F)	MA11201 Algebra 3 BR236		MA31502 Calculus 1&2 BR439			MA32002 Cal 1&2/Top BR439
Compton BR449	MA12501 Precal/Topics BL1		MA10001 Algebra BL9			MA12006 Precalculus BR439		
BR443		MA12002 Precalculus BR450	MA12003 Precalculus BR450	MA11002 Algebra 2/Trig BL7				
Davis BR441			MA21501 Logo BR436 (T,Th)	MA21502 Logo BR436 (M,Th)		MA12502 Precal/Topics BL1		
Doyle	MA30201 Number Theory BR439	MA31501 Calculus 1&2 BR439		MA11501 Alg 2/Precal BR439				MA12008 Precal BL1
Lutz BR445				MA41501 Linear Analysis BR450	MA12005 Precalculus BR450	MA31503 Calculus 1&2 BR450	MA12007 Precalculus BR450	
Steenson BR447	MA12001 Precalculus BR450			MA12004 Precalculus BL5			MA31504 Calculus 1&2 BR450	
Teague BR443			MA11001 Alg 2/Trig BR439		MA32001 Calc 1&2/Topic BL1	MA21503 Logo BR436 (M,Th)	MA30001 Finite Math BR439	MA21504 Logo BR436 (W,F)
Staff Special Hours	MA10501 Geometry							

BL=Beall BR=Bryan H=Hill A.H.=Assembly Hall

DEPARTMENT OF SCIENCES: DR. MARTHA JENNER, CHAIR

Name	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
BIOLOGY Baker BR338	BI30301 Top. Human Biology BR336		BI30101 Rev. Biology Prim. BR335				BI41001 Lab. Exp. in Biology BR336	
Bassett 224A						BI41501 Res. in Limnology BR336		
Bellamy BR340				BI50501 Research in Biology BR336			BI20301 Cell Biology BR335	BI20302 Cell Bio. BR335
Jenner BR341				BI10101-BR335 Chem. Basis BI10201-BR335 Form&Function	BI10301-BR335 Cont. & Change BI10401-BR335 Rel.Time&Space	BI10102-BR335 Chem.Basis BI10202-BR335 Form&Function		
Walker BR339		BI22001 Genetics BR336	BI21601 Vert. Anat./ Phys. BR336					BI21602 Vert. Anat/Phys BR336
CHEMISTRY Morse BR243	CH31001 Chemical Instrumentation BR236	CH11001 Gen Chemistry/ Topics BR235					CH11002 Gen. Chemistry/ Topics Br235	CH11003 Gen. Chem./ Topics BR235
Owens BR238	CH10501 Gen. Chemistry BR235		CH20501 Adv. Chemistry BR235	CH20502 Adv. Chemistry BR235		CH20503 Adv. Chemistry BR235		
Zweidinger BR244		CH10502 Gen. Chemistry BR236			CH10503 Gen. Chemistry BR236	CH30701 Envir. Chemistry BR236		CH30501 Organic Chemistry BR236
PHYSICS Britton BR240			PH10703 Physics & Topics BR237	PH10704 Physics & Topics BR237	PH21001 Adv. Physics BR337			PH11501 App. Electronics BR237
Haskell BR241	PH10501 Physics BR237	PH10702 Physics & Topics BR237			PH10503 Physics BR237			

DEPARTMENT OF SCIENCES CONTINUED

Teacher	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
PHYSICS Kolena BR348	PH10701 Physics & Topics BR337		PH12001 Astronomy BR337			PH12002 Astronomy BR337	PH10705 Physics & Topics BR337	
Manring BR349		BI21401 Biophysics BR337		PH10502 Physics BR337		PH10504 Physics BR237	PH10505 Physics BR237	

DEPARTMENT OF HUMANITIES: DR. VIRGINIA WILSON, CHAIR

ART Liles BR452	AR11501 Mechanical Drawing BR452			AR11001 Beginning Photography BR452	AR10501 Art Overview BR452		AR11002 Beginning Photography BR452	AR11003 Beginning Photography BR452
Moorman BR452 Special Hours	AR13001 Ceramics BR454							
ENGLISH Barr	EN11001 Advanced Writing BL9		EN20501 English Literature BL1		EN20503 English Literature BL9			EN11002 Advanced Writing BL9
Clark BL6		EN10504 American Literature BL9		EN10504 American Literature BL9		EN10506 American Literature BL9		EN10508 American Literature BL3
Miller BL4	EN10501 American Literature BL3		EN10503 American Literature BL3		EN10505 American Literature BL3		EN10507 American Literature BL3	

DEPARTMENT OF HUMANITIES CONTINUED

TEACHER	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
ENGLISH Timson BL10	EN21501 Topics in Literature BL7	EN30501 WRRD BL1, H4		EN20502 English Literature BL1			EN30502 WRRD BL1, H4	
Troxler BL8		EN10509 American Literature BL3		EN10510 American Literature BL3	EN10511 American Literature BL7			EN10512 American Literature BL7
FOR. LANG Houpe H1	SP20501 Spanish 2 H1	RU10501 Russian 1 H1		RU20501 Russian 2 H1		SP20502 Spanish 2 H1		
Mitchell H15		GE20501 German 2 H2	GE30501 German 3 H2			GE10501 German 1 H2		
Shabazz		FR20501 French 2 H3	FR40501 French 4 H3		FR20502 French 2 H3	FR10501 French 1 H3		
Shiue H2							CL10001 Chinese H2	
Stadter H15		LA20501 Latin 2 BL7	LA30501 Latin 3 BL7			LA10501 Latin 1 BL7		
Toomey H11	SP30501 Spanish 1 H3		FR30501 French 3 H4		FR30502 French 3 H2	SP10501 Spanish 1 H4		
MUSIC Foy BL15	MU10501 Chorus BL15				MU11001 Wind Ensamble A.H.			MU11501 String Ensamble BL15
Hicken BL15	MU13001 Electronic Music BR2	MU13002 Elect. Music BR2			MU11001 Wind Ensemble BR2			

DEPARTMENT OF HUMANITIES CONTINUED

LAB	1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period	7th Period	8th Period
PHYSICAL ACTIVITIES/ WELLNESS								
Brown W11	PA10501 H19 (M)	PA10502 H19 (M)	PA10503 H19 (M)	PA10504 H19 (T)	PA10505 H19 (T)	PA10506 H19 (T)	PA10507 H19 (T)	PA10508 H19 (M)
SOCIAL SCIENCES Little H14				SS10603 Arms & Ambassadors H5	SS22001 Contemporary Am. Politics H5		SS20501 Economics H5	SS10604 Arms & Ambassadors H5
Meadows H13		EN30501 WRRD BL1, H4			SS10503 American Society H4	SS10504 American Society H5	EN30502 WRRD BL1, H4	
Wilson, V H16	SS10601 Arms & Ambassadors H5	SS10502 American Society H5	SS10602 Arms & Ambassadors H5					
X H15	SS10501 American Society H4						SS10505 American Society H4	SS10701 Anger & Action H4
Wilson, G. Special Hours	SS31001 History of Western Philosophy H5							

*Quarter 2 courses will be issued as a special supplement

POLICIES-STUDENT RELATED

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POLICIES-STUDENT RELATED

4.0 STUDENT RELATED POLICIES

4.1 Attendance Policy

CLASS ATTENDANCE POLICY. North Carolina Public School Law Number 115C-378 states: "Every parent, guardian or other person in this State having charge or control of a child between the ages of seven and sixteen years shall cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session. No person shall counsel, encourage or entice any such child to be unlawfully absent from school."

Students are required to attend all classes unless they are ill or are attending a function sanctioned by the School. When other special circumstances exist, such as an emergency at home or a recommendation of other school personnel, only the Dean for Academic Affairs has the right to excuse a student from class.

Other absences from class are recorded as unexcused. Because the School recognizes that students may sometimes have to miss class for dental appointments, scholarship interviews, and similar commitments, each student may miss four classes in a year course, two in a semester course, and one in a quarter course before any disciplinary action is taken. It should be clear to all students that it is important to reserve these absences for necessary personal business; no student has permission to cut class. A teacher has the right to record a failing grade for a student who has an unexcused absence on a test date. The right to make up a test is only guaranteed to a student who misses a class with an excused absence.

If a student is having a problem with a course in which he or she is enrolled, it is the responsibility of the student to deal with this problem in a straightforward way, and to seek out the teacher for consultation. One purpose of the attendance policy is to encourage students to find constructive ways of dealing with problems that may exist with a particular class placement.

When the Academic Office sees that a student has accumulated four unexcused absences in a year course, two in a semester course, or one in a quarter course, a notice is sent to the resident advisor and student. The resident advisor will arrange to have a meeting with the student within three days of receipt of the notification. The resident advisor will return the notice to the Academic Office indicating whether the meeting was held and what action was taken.

A student who fails to meet with the resident advisor will be referred by the resident advisor to the Academic Office for a meeting with the Dean for Academic Affairs.

If a student accrues five (5) unexcused absences in a year course, three (3) in a semester course, or two (2) in a quarter course, the records of the Academic Office will be verified by comparing them to the records of the teacher. The student will be notified by the Academic Office and will be required to attend Friday night in-school suspension. The parents of the student will be notified of this action.

Each course in which the student has exceeded the absence limit will result in another Friday night in-school suspension. If after a Friday night in-school suspension a student has another unexcused absence from the same course, he or she will be suspended from school for three school days. This choice of action will be made by the Dean for Academic Affairs after a conference with the student.

If a student does not attend Friday night in-school suspension after having been assigned there, or does not behave appropriately while attending, the student will be suspended from the School for three school days. The absence from Friday night in-school suspension will be viewed as another unexcused absence from class, giving the person six (6) unexcused absences in a particular course.

Any student who misses seven (7) class periods (unexcused) in one course may be recommended for expulsion from school. This recommendation will be sent by the Dean for Academic Affairs to the Principal for action. Any student who has an excessive overall number of unexcused absences (even if fewer than seven in any one course) will have his or her record reviewed by the Dean for Academic Affairs. This review may result in disciplinary action ranging from Friday night in-school suspension to recommendation for expulsion. This recommendation will also be sent to the Principal for action.

Students should be aware that no unexcused absences are allowed in required Saturday Morning Activities or during Special Projects Week. Failure to abide by this policy will result in Friday night in-school suspension as described above.

MEDICAL PROTOCOL. Classes are excused for the duration of a student's hospitalization in the infirmary. For sickness not warranting infirmary stay, but of sufficient seriousness to merit class absence, the following protocol applies:

Students will remain at rest either in the clinic "lie-down" area or in their rooms (at the discretion of the physician and/or nurse). Students excused from classes are required to report to Sick-Call Clinic the next day (or on Monday if

the sickness occurs on Friday or during the weekend) for re-evaluation by the physician. During this subsequent visit, the sick student will be re-evaluated by the physician. NOTE: Failure to return for a follow-up evaluation will result in a cancellation of the preceding day's class excuse.

If the student has not made substantial improvement at the time of the follow-up visit, he or she will be admitted to the infirmary for further treatment and evaluation.

Excuses from "Physical Activities" classes only are provided to students with minor sickness or injury which could be accelerated by strenuous activity. The student so excused will attend his or her academic classes; follow-up visits are not required for excuses from Physical Activity classes. (Medical Tardy Slip, Page 12F.)

TARDINESS. Problems occurring during the school day due to tardiness will be dealt with by the teachers, and by the department head whenever necessary. Students who are habitually late will be referred to the Academic Office. Any class missed during the day due to unexcused late arrival on campus will be considered an unexcused absence.

EXCUSED ABSENCES. All students are required to attend all classes and instructionally related activities and to do so promptly.

Students with excused absenses are responsible for arranging with the teachers concerned the nature and condition of make-up work. Students with unexcused absences do not have this opportunity unless the teacher wishes to provide it.

GROUP ABSENCES. While every attempt should be made to avoid taking students out of their regular classes, there will be occasions when groups of students need additional time for field trips, extended on-campus activities, or athletic trips for away games as part of a School program. When this is necessary, the following steps should be followed by the faculty or staff person sponsoring the activity.

After approval by the Dean for Academic Affairs, the activity is to be put on the weekly calendar.

Two days prior to the activity, the sponsor should provide a list of the students involved for general distribution, the time at which they must leave classes and the anticipated time of return. For groups of less than fifteen this can be done in the daily bulletin. For larger groups the sponsor should prepare and distribute the list directly.

If changes occur and some students who had been listed as going on the trip do not go, a notice should be sent to the Academic Affairs Office.

Any trips which arise on short notice preventing this procedure from being followed must be approved by the Dean for Academic Affairs. The sponsor will be responsible for distributing lists of absentees to the faculty and staff affected.

If teachers require students to attend a lecture, film, or other activity on or off campus outside of class, but during normal study time, an appropriate amount of release time should be provided.

Students with questions about their attendance status should consult with the Guidance Counselor for difficulties relating to courses, the Dean for Academic Affairs, Dean of Students, or the teacher of the subject most affected by the absence.

Although some trips may not conflict with the daily academic program or curfew , these procedures are still essential in order for the residential life staff, security staff, and food services staff to be informed.

DURING CURFEW HOURS AND OVERNIGHT TRIPS. You must provide a list of students going on a trip to the Student Services Office. They will have it copied and sent to the appropriate Resident Advisors. This information is needed for all trips (i.e., movies, contests, social outings, etc.). Many students forget to sign out properly; therefore, without this information it would be difficult to locate a student if necessary.

You should contact the Dean of Students for parent permission trip and off-campus trips forms if overnight travel is planned. (Parent Permission Form, Page 14F; Off-Campus Trips Form, Page 13F)

ATTENDANCE AT SPECIAL PROGRAMS. Attendance, tardiness, and absence from the special programs at NCSSM are subject to the same rules as regular academic classes.

Saturday Morning Activities and required evening programs are considered to be part of the official school year and days devoted to these programs are counted as part of the required minimum. Student attendance is required just as it is for any other instructional commitment.

In the event students require an excuse from participation in the Saturday Morning Activities Program or required evening programs, they must present their request to the Dean for Academic Affairs. The Dean of Students will act in place of the Academic Dean when necessary. If circumstances justify such action, in the judgement of the Dean, the absence will be excused. Parental requests must be in writing.

If a student refuses to attend Saturday Morning Activities or a required evening program, he/she will be charged with an unexcused absence. One unexcused absence for a required program equals a regular course quarter absence and is counted toward the total that may result in disciplinary action.

Teachers and staff should not request absences for students unless the request is for activities directly related to NCSSM programs and requires active participation of NCSSM students in the intended event. Examples would be athletic teams that are competing, a debate/speech contest in which our students compete, or other academic contests which involve NCSSM students.

All Saturday Morning Activities Programs and required evening programs are announced in advance.

REPORTING OF ABSENCES. Teachers will report all absences from class to the clerical academic assistant by 3:45 p.m. each academic day. If there are no absences, the teacher will so indicate on the report. (Absence Report Form, Page 1F.)

The Academic Office will compile a list each day with the following information: (1) a list of all teachers who did not turn in absence slips, (2) a list of all students with excused absences and the class periods involved, (3) a list of all students with unexcused absences and the periods involved. These lists will be in all faculty mailboxes by 9:45 am the next morning. They will also be posted so students may know their status immediately.

It is the responsibility of all teachers to file a student absence report for each instructional day. This absence report, which will cover all class periods, is to be delivered to the Principal's Office at the end of each teacher's last class for the day. State attendance laws require our full compliance in this matter.

The Registrar's Office is responsible for providing accurate and updated class lists to teachers. Notice of changes in student schedules will be forwarded to teachers as soon as approved by the Academic Office.

Teachers will record attendance by periods. If there is a period with no absences, "none" should be written in that space.

Teachers will record all attendance information and will verify the accumulation of unexcused absences with the Academic Office. This information will be recorded on each quarterly report, by teachers, for forwarding to parent or guardian.

A list of medically recommended absences will be provided by the medical staff to the Office of the Dean for Academic Affairs for forwarding to all the teachers each day with the Dean's approval. The Dean of Students will also send to the Academic Office a list of those absences resulting from unforeseen problems, such as transportation difficulties. A composite list of all excused absences will be prepared in the Academic Office and circulated to all teachers daily.

STUDENT WITHDRAWALS AND RE-ADMISSIONS. When a student is absent due to an extended period of illness, the Academic Dean will confer with the student's teachers to determine his or her academic status. This status will depend on many factors, particularly whether the student is able to continue to do some work on assignments sent to him or her. Because of the intense nature of the NCSSM program, even if assignments are being done, there could be a point reached when lack of interaction in class discussions or inability to complete laboratory experiments might result in students falling too far behind to earn credit. The Dean for Academic Affairs will send written notification of a decision to allow continued enrollment or recommend withdrawal, without prejudice, to the student and his or her parents.

A student who withdraws because of illness or personal reasons beyond his or her control (family problems, for example) may reapply for admission. Application for readmission should be forwarded to the Office of the Academic Dean.

No student will be readmitted if credits are lacking or there are other circumstances which would prevent him or her from graduating with his or her class or would make the possibility of graduation highly unlikely. Students who withdraw at the request of the administration are not eligible to apply for readmission.

Should it become necessary for a student to withdraw from the School for any reason, the following procedure is to be followed:

(1) The student may obtain a withdrawal form (Student Withdrawal Form, Page 29F) from the Registrar's Office. The Registrar will hold the form until there is appropriate professional staff involvement.

(2) The student is to meet with the Principal or Dean for Academic Affairs.

(3) The student is to obtain the signature of the Dean for Academic Affairs. Accounting for all instructional material given to the student will be part of this meeting.

(4) The student is to obtain the signature of the Dean of Students. All non-instructional materials are to be accounted for at this meeting. If it is necessary for academic materials to be delivered to the Resident Advisor, a system for this should be established by the student at this time.

(5) The student is to have an exit interview with the Registrar. Official recording of the student's reason(s) for withdrawal will be made and placed in the student's cumulative record in a sealed envelope with contents labeled. The Registrar will inform the student of the procedure for forwarding records to the receiving school. The Registrar is to check the student's withdrawal form to ensure that all signatures have been obtained.

(6) The student's parent or guardian is to sign the withdrawal form at the time the student is picked up at his or her residence hall. The form is to be left with the Resident Advisor on duty. The Resident Advisor is to certify that the room occupied by the student has been cleared.

(7) The Resident Advisor on duty is responsible for the return of the withdrawal form to the Registrar's Office. The form is to be placed in the student's cumulative file.

IN-SCHOOL SUSPENSION. Friday night in-school suspension requires that the student report to a particular room to study from 5:00 p.m. to 11:00 p.m. Total quiet will be maintained. Each student is responsible for bringing enough study materials to keep him or her occupied the entire time. All the students involved will go to dinner in a group and will eat separately from the other students.

4.2 Graduation Requirements

Subject	Credits Earned at Previous School	Additional Credits Required by NCSSM	Total Number of Credits Required
English	2	2	4
Mathematics	2	2	4
Science	1	3	4
Social Science	1	1	2
Foreign Languages	0	2	2
or	1	1	2
or	2	1	3
Physical Activity and Wellness	1	0.5	1.5
Electives	1	1.5	2.5
TOTAL	8	12	20

Satisfactory participation as indicated by a report grade of "S" in Community Service and Work Service, a passing score on the annual statewide competency test, and demonstration of computer literacy are other requirements for graduation.

In addition to satisfactory completion of the above requirements, students are expected to exhibit responsible behavior towards other students, the school, the community and the State as a condition of continuing enrollment and graduation.

Opportunities to develop and demonstrate responsible behavior are an integral part of the living/learning concept through work service, community service, and various residential life and independent study programs.

BEHAVIOR REQUIREMENTS FOR GRADUATION. Students are directed to the final paragraph under "Minimum Graduation Requirements" in the course catalog, which states, "Students who do not meet standards of behavior as determined by the administration of the School or as specifically stated in the STUDENT HANDBOOK may be required, after the Judicial Review process, to withdraw from the School. In such cases a diploma from the School will not be awarded to the students."

ALTERNATE METHOD FOR EARNING NCSSM DIPLOMA. Students who are enrolled at the North Carolina School of Science and Mathematics for a period of two consecutive years who have not met minimum requirements for graduating may choose one of the two options described below to earn the NCSSM diploma at a later date.

The student may request the appropriate post-secondary institution to forward to the Dean for Academic Affairs documented evidence of successful completion of the required NCSSM course work. It is the student's responsibility to determine in advance that a course will be accepted as equivalent to an NCSSM requirement. All requests for acceptance of course work and credit earned at another institution require the written consent of the appropriate NCSSM department chairman. The Dean for Academic Affairs will route the request and the decision of the chairman to the Office of the Principal. Written notice of the final decision will be forwarded to the student by the Principal. A copy of the notification will be filed in the Office of the Registrar.

Contractual agreement for completing the required course work may be set up when initiated by the student and approved by the teacher and the chairman of the department. Students may request contractual agreements for completing the required course work. Such contracts, when initiated by the student and approved by the teacher and department chairman, must specify content to be mastered within the specific time frame. Copies of the contract and final evaluation (letter grade) will be forwarded to the Dean for Academic Affairs at the end of the contract period. Recommendations will be forwarded to the Principal by the Dean for Academic Affairs. The Principal will forward written notification of the final decision to the student. A copy of the decision will be filed in the Office of the Registrar.

4.3 Student Evaluation and Grading

GENERAL POLICY. Evaluating the progress of students is one of the most difficult and yet most important responsibilities of a school. Reporting that progress to

parents who are not in regular contact with the School must be done in a manner that conveys an accurate description of current status as well as recommendations for improvement if needed. Persons responsible for evaluating a student, whether in residential life or instructional areas, should be continually aware of a student's progress and be sure that the student understands how he/she is progressing.

It is expected that each teacher or resident advisor will make attempts at personal contact with parents at any time during the school year, when it is deemed necessary, but the most important person with whom the School communicates is the student. No student should be surprised by the grade or comment recorded for any course or responsibility. As the term progresses, the student should be continually aware of his or her successes and failures, and of his or her strengths and weaknesses as the student and the teacher or resident advisor sees them with respect to the goals being sought. The writing of a grade and comment should be merely the formal way of recording the teacher's or resident advisor's judgement, with which the student should concur in general.

The effectiveness of evaluation also reflects the quality of educational and residential programs internally and externally.

It is intended that the standards set for each department or subject be arrived at through thoughtful consideration by all members of the department, and that every attempt be made to develop and maintain a high level of consistency among departments in the reporting of progress and achievement.

GENERAL PROCEDURE. There are four reporting periods each year. Grades are reported in letters. The majority of courses use the evaluation system:

A = Outstanding achievement
B = Superior, meeting all course requirements
C = Acceptable, meeting minimal requirements of course
D = Unsatisfactory, no NCSSM credit

Community Service, Work Service, Independent Study, and some computer and applied science courses use the following evaluation system:

S = Satisfactory
U = Unsatisfactory

Teachers will write their quarterly reports and turn them in to department heads, who will review the reports and then give them to the Dean for Academic Affairs.

Resident Advisors will write their quarterly reports and turn them in to the Residential Life Office. Work Service and Community Service reports will be done on a semester basis.

Reports will be reviewed. If questions arise, the teacher or resident advisor will be consulted for clarification or amplification.

Once reviewed by the Residential Life Office and the Academic Office, reports are transferred to the Registrar for preparation for distribution. Copies of each progress report will be given to (a) parents or guardians, (b) student, and (c) academic office/registrar's office.

Student copies will be distributed to them by their resident advisors for joint examination and consultation.

Parent/guardian copies will be mailed from the Registrar's Office.

The Registrar will maintain a complete set of quarterly evaluations for review by faculty, staff, and administration.

There will also be four interim report periods approximately mid-way in each quarter. Teachers and resident advisors will write a report when a significant change in the student's work or behavior should be brought to the attention of parents and the Student Review Committee.

GRADING. Letter grades will be recorded on student/parent evaluation forms and on permanent transcripts. Transcripts sent to colleges or schools to which students may transfer will be accompanied by an interpretation of the grade in qualitative terms. A school profile will clarify this interpretation.

A grade of "A" would indicate superior performance relative to course objective. A grade of "B" should be average for this school population and the NCSSM curriculum. A grade of "C" would indicate some concern about meeting the requirements of the course and thus a need for guidance and consultation.

If course objectives are not met at a minimal level, a "D" will be recorded. This grade implies no credit in a NCSSM course unless the semester grade in a cumulative course indicates mastery of first semster objectives at a later time. A "D" for two semesters of a year course would constitute no NCSSM credit.

Teachers are encouraged to base their letter evaluation on the teacher's best professional judgement and are encouraged to develop additional means of evaluation which call on their ability to provide appraisal of student growth in many ways.

Semester grades should be a reflection of cumulative learning, rather than a simple averaging of two quarters. In assessing the quality of that cumulative learning each teacher will have the right to determine, relative to individual course objectives, what influence the final exam or other projects will have on the semester grade. The student's permanent transcript includes one grade for each semester and a final grade.

The special mission of NCSSM to assist students who are motivated to accept heavy academic responsibilities both at the School and in their future education, who are gifted and talented but who come to the School from varied educational and cultural experiences, suggests the need for the following academic policies. One purpose of the policies is to ensure that special difficulties some students may have in adjusting to the School do not unduly prejudice their objective qualifications (school record) for higher education if, in the opinion of the School, they have the requisite motivation and skills.

If a student can demonstrate mastery of a subject appropriate for continuing work at NCSSM to the satisfaction of the teacher involved in that subject, such mastery should by recognized whether achieved through self-study or in another educational institution. Examples: (1) permission to exempt Biology and elect science electives instead -- through self-study or summer courses; (2) permission to move from Algebra II/Trigonometry to Calculus through self-study or summer courses in precalculus.

If a student fails a course due to a final examination failure, the student may take a make-up examination. If satisfactory mastery of the subject is demonstrated, the student's record will show the final grade resulting from the effect of the second examination, and the student will be given credit and/or permitted to continue study in the next sequence of that subject (Note: since re-taking the final examination presumably follows summer self-study or taking a summer course, this policy follows directly from 1).

Recommendations to implement any of the above policies may be initiated by a teacher or by members of the Student Review Committee, and must be approved by the Dean for Academic Affairs.

EVALUATION OF WORK/COMMUNITY SERVICE. The student work service and community service programs are required as a condition for graduation from the North Carolina School of Science and Mathematics. Work service is a part of every junior and senior program. Community service is a part of every junior program. Students are evaluated by semester, and reports are given to student and parents in addition to being made part of the student's cumulative record. Students are expected to fulfill their responsibilities to Work and Community Service in a satisfactory manner.

If a junior receives a rating of unsatisfactory in any quarter for work service and refuses to accept make-up arrangements, he/she will not be permitted to re-enroll for the twelfth grade. Make-up arrangements may include appropriately supervised and evaluated summer work. This holds true for an unsatisfactory yearly grade for Community Service as well.

Seniors who receive a rating of unsatisfactory in a quarter must make up the deficiency in the following quarter. If the unsatisfactory rating occurs in the fourth quarter, appropriate summer make-up must be completed. In this case the senior will be permitted to take part in all graduation activities, but the diploma and transcript of grades will not be issued until the requirement is met. The senior's transcript will show a rating of unsatisfactory for either work or community service if the deficiency is not made up by August 15th following the senior year.

RECORDING OF FINAL GRADES

Scale to compute GPA:

A = 4 points
B = 3 points
C = 2 points
D = 1 point

Grades of "S" and "U" are not averaged in computing GPA.

Plus "+" and minus "-" may be recorded, but do not influence GPA. D+, and D- should not be recorded. (Plus and minus are illogical when considered in context of NCSSM grade philosophy because: (1) B indicates the meeting of course goals at the level expected of NCSSM students. "A" recognizes exceptionally high attainment. (2) D is clearly and simply "no credit". D+ raises the question of doubt as to the accuracy or soundness of the decision that no credit has been earned. D- is unnecessarily punitive.)

NCSSM does not weight grades, but relies on information about the quality of the faculty, the rigorous academic program, and the highly selective admissions process being

known to college admissions officers as they evaluate grades and GPA on transcripts from the School.

GPA is computed only on grades earned at NCSSM in the junior and senior years. This fact will be noted on transcripts, which will contain grades as reported from previous schools.

INCOMPLETE GRADES. During any one of the quarterly grading periods, a teacher may request written permission from the Dean for Academic Affairs to give a grade of "I" (incomplete) to a student in an academic course. This option is not available in Work or Community Service. Permission will be given only when there is sufficient evidence that unusual circumstances prevented the completion of the assigned work or tests; failure to plan ahead or manage time wisely will not be considered as grounds for granting an incomplete.

When an incomplete is given to a student in a regularly-scheduled academic course, that student has ten school days from the end of the grading period to make up the incomplete.

Exceptions to the above provisions will be made only when documentation exists in the Academic Office of such circumstances as a lengthy illness or other conditions made know to the Dean for Academic Affairs.

A report card with a grade of incomplete should include a statement regarding work needed and a date for completion (within the period in question). It should be noted also that the incomplete becomes a failure after that date is passed without work turned in.

When the incomplete is changed to a letter grade, either passing or failing, the teacher is responsible for writing out and signing a new report slip for the student, parent(s), and the Registrar's Office which will record the grade change in the permanent records.

SCHEDULE REVISION. Many factors must be taken into account before requests for schedule changes can be approved. These result from the commitment made for faculty assignments, class size, classroom use, and books and materials ordered. Student registration requires a commitment by all students to follow through on the courses for which they have registered.

Provision is made for modifying a course schedule after the start of the academic year, but specific guidelines are established. (Request for Schedule Revision Form, Page 21F.) A student may request to drop a quarter course up to four weeks before the end of the quarter, a semester course up to four weeks before the end of the semester, and a year

course up to four weeks before the end of the first semester without a record of the course appearing on the student transcript. Unofficial withdrawal from any course will result in a failing grade of "D" or "U" recorded on the transcript and also the consequences of a violation of the stated academic attendance policy.

In special circumstances, staff-initiated requests to evaluate a student's academic program with the purpose of dropping a course after the above deadlines have passed will be reviewed by the Dean for Academic Affairs, who will make a decision to send a specific recommendation to the Registrar.

All students should be aware of two important facts regarding their course schedules and consequent responsibilities: (1) the official printed schedule from the Registrar's Office is the only program which the student should follow, and (2) no partial credit is given for any course, regardless of the time at which it was dropped.

AUDIT POLICY. Occasionally students wish to sit in on a course for enrichment, or some other purpose, without a major commitment of time for class preparation. In such cases the student may secure permission from the instructor to audit the course without receiving a grade or unit of credit. The instructor is free to grant or withhold permission at his or her discretion; also, auditors may not use a place in the class needed for a student taking the course for credit. Classes taken as an audit will not appear on the student's transcript.

ACADEMIC HONESTY. Cheating will not be condoned in the NCSSM community. Cheating is defined as the submission of someone else's work as your own or the inappropriate use of your own work to help another student. Some examples of cheating (in no way an exhaustive list) include plagiarism, copying on tests or collaboration on homework when this is not permitted by the teacher. Allowing another student to use your work as an aid in doing his or her work on assignments or tests is also considered cheating.

The following procedures will be followed by faculty with respect to cheating.

Each faculty member will present a short written statement to his or her students stating that honesty is expected of all students. This statement should also make clear to the students when collaboration is allowed.

Students who enter a class after this presentation occurs are responsible for requesting this information from the teacher.

If the teacher has suspicions that a student has cheated, the two should discuss the matter and decide what action the student needs to take to erase these worries, such as sitting in a different part of the room or handing in homework in person.

If the teacher has proof that a student has cheated, the teacher and student will meet for a conference. Whenever such a conference occurs the teacher must notify the Dean for Academic Affairs, in writing, of the outcome. The note will be kept in the student's file until graduation. The teacher may give the student a "zero" on this work or decide on a less harsh action. Some examples are to make the student redo the assignment, only grade parts that are his own, etc. The student's parents will be notified of the actions.

When the Dean for Academic Affairs becomes aware of a second offense of cheating or if a particular incident is especially flagrant she may ask for a hearing by the Judical Board. She may suspend a student for three days without a Judicial Board hearing. A parental conference is required before the student can return to classes. All cases which could lead to expulsion will come before the Board.

The student may appeal the resulting punitive action in all the above cases. Appeals of action by the faculty member or Dean will be heard by the Judicial Board. Appeals of Judicial Board action will be heard by the Director.

TRANSCRIPTS. Students request copies of transcripts on a form provided in the Guidance Office. The Registrar prepares a copy of the transcript, imposes the school seal, and returns the signed and dated transcript to the Guidance Office for mailing. This is the only method of processing an official transcript. If a student makes a request to receive a copy of a transcript directly, the record will not carry the school seal and will be marked "unofficial". This request will also be processed through the Guidance Office.

4.4 Judicial Process

Behavioral related probation is used as a warning of the fact that if further violations of school regulations are enacted, the act may result in suspension or dismissal from school during the academic year. Individual cases are determined by the judicial process.

4.5 Requests for Information about Students

Faculty and staff occasionally will receive requests for information about students from outside individuals and/or agencies. In order to provide information for legitimate

requests, and to do so in a manner that protects the rights of our students, the following procedure should be followed:

If contacted by telephone for information, ask that the caller leave his name, telephone number, and nature of request. Immediately notify the Principal or one of the Deans. A return call will be made.

If contacted directly on campus, ask to see a written approval by the Principal or a Dean from the person making the request. There should also be a signed release form, either from a parent or guardian, or by a student (18 years or older) or the graduate. If the person does not have such a letter, direct him/her to the administration. Do not provide information otherwise.

We must willingly provide information that assists our students and their families, but not at the expense of violation of confidence or instances of unauthorized requests.

4.6 Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are at least 18, have both the right to inspect records kept by the School about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The North Carolina School of Science and Mathematics has adopted a written policy governing all the rights of parents and students under FERPA. Copies of the full policy are available in the Registrar's Office and the Principal's Office.

The North Carolina School of Science and Mathematics classifies the following as directory information: student's name, address, telephone listing, date and place of birth, county, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by the student.

School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without his consent must notify, in writing, the Principal of the school where the records are kept by September 10 of each school year. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received by September 10, the information will

be classified as directory information until the beginning of the next school year.

Complaints about failures of the North Carolina School of Science and Mathematics administrative unit to comply with the Family Education Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Education, 330 Independence Avenue, SW, Washington, D.C. 20201.

A copy of this statement on the Student Records Access Policy was made available to all students and parents for 1984-85.

4.7 Academic Awards

In many secondary schools it is a firm tradition and policy for various academic awards to be presented for different activities and departments and courses, wherein students compete with each other within the school for such awards and honor.

However, there are a number of valid reasons for not establishing a policy at the School of Science and Mathematics for giving such awards.

The School is attempting to foster a feeling of community and cooperation wherein students help and support each other in the attainment of personal and academic goals (and the goals of the School). The striving for awards by individuals too easily leads to competition which can result in "putting down" other students in order to gain an award.

It is virtually impossible to develop a system which provides a degree of consistency between departments. The result frequently is that some departments give many awards while other departments give relatively few awards. The results can be divisive interdepartmental rivalry.

No matter what criteria are established, it is difficult to accurately acknowledge excellent individual achievement. The student who has worked the hardest and come the farthest toward his or her own particular goals is often overlooked.

Practically all of our students would be earning honors and awards had they remained in their home high schools. In fairness to our students, public comparison of their achievements should be made with the larger state population, not from within relatively select groups.

The School will not sponsor or condone any organization in which all students of the school are not equally eligible for membership.

The School will not provide for a system of departmental or course awards or honors.

The School will not provide a class ranking of its graduates. The students have already been selected with a more extensive set of criteria and have been picked from among a larger population than is true for the process by which students are admitted to most universities. It is quite likely that every one of these students would be within the top 10% of his or her graduating class in the home high school. A thorough description of the selection process, the curriculum of the School, and the grading system should give college admissions decision makers information equal to or better than a simple class ranking.

Every effort will be made to compare the attainment of students of the School with the larger population of high school students throughout the state. Departments and students will be encouraged to apply for external honors (i.e., state, regional or national), to participate in academic competition, and to apply for other scholarships and awards. There will be recognition for those students at an appropriate ceremony on campus.

SPECIAL ALLOWABLE AWARDS. Occasionally it is important to recognize performance in Work Service, Community Service, athletics, and other areas outside of the instructional program. Individual award or recognition ceremonies for each program will be planned by persons responsible for each program with the advice of the Principal.

4.8 Special Programs and Co-Curricular Activities

The academic program of the North Carolina School of Science and Mathematics includes not only formal classroom instruction, but also credit earned through Independent Study, Seminar Studies, and the Mentor Program. Such instructional activities are included in the Course Description Catalog and are designed to conform to the North Carolina School of Science and Mathematics Graduation Requirements set forth in the same publication.

The academic program is also complemented by a range of co-curricular activities. These activities enhance and enrich the academic experience but, being co-curricular by nature, do not carry academic credit and should not be seen as substitutes for academic work. Co-curriculars are aimed at developing one or more skills or interests of the student. Some of these activities are individual in nature, allowing the student to work alone, while others involve groups sharing in a common interest or concern. All students are encouraged to participate in one or more of these activities as their schedules permit.

ATHLETIC PROGRAM. In order to ensure continuity in a program that promotes competitive, physical proficiency in athletics, the overall objective must be commensurate with the overall objective of the school, that being the "pursuit of excellence." The Athletic Program must provide a true learning experience for the participants. It must encourage participation, and not the role of spectator. It must strive to teach the basic principles of, and attitudes toward, leadership, competitiveness, fair play, self-discipline and teamwork. Additionally, it must reflect sensitivity to the expectations of the students, faculty, administrators, and coaches so that each will understand how they function as an integral part of NCSSM.

The objectives of the NCSSM Athletic Program are:

(1) To provide an experience that would complement the student athlete's academic endeavors at NCSSM.

(2) To provide those students who have a high degree of physical skill a forum that would afford them the opportunity to successfully demonstrate those skills in a competitive situation.

(3) To provide an experience that promotes enjoyment through participation in team and individual sports.

(4) To provide a safe environment for those participating in competition.

(5) To provide a focal point for the development of school spirit.

(6) To provide an experience that demonstrates to the educational community as well as the athlete the overall value of leadership and self-discipline.

WORK SERVICE PROGRAM. Work Service provides necessary services in the operation of the School, benefiting the School financially and giving the student a sense of involvement which creates a communal bond. Each student is expected to be involved cooperatively in one of many work service duties for four hours a week each year of attendance. Three hours will be performed within a designated area and one hour per week will be spent fulfilling housekeeping duties.

For seniors, one job will be assigned for the entire year. Juniors will serve one semester in a general service area and one in cafeteria or grounds.

The Work Service Program is coordinated out of the Residential Life Office by a Resident Advisor. Requests should be made to this office indicating assistance needed by faculty or staff, such as tester, computer aide, laboratory techician, office assistant.

COMMUNITY SERVICE PROGRAM. Incoming juniors have the option of doing their volunteer experience or community service in their home community the summer before or after their junior year or weekly while at school in Durham. The number of hours required varies with the option chosen, but each junior should contribute an average of two and a half hours a week in volunteer work. This program helps the student develop a greater sensitivity to the problems and needs of the community from which he comes or in which he is a new member.

ADVISOR/ADVISEE PROGRAM. Each faculty and professional staff member will have assigned to them five to eight students whom they will serve as advisors. An advisor is the first official one-on-one contact for each student outside the dorm for academic, social and emotional advice and support at NCSSM. The role of the advisor is to:

- Serve as personal resource to the student for extra-class concerns.
- Meet with student at specified times on a regular basis.
- Review grade reports (interim and quarterly).
- Assist with registration and course concerns.
- Be available for scheduled informal and formal parent/staff, parent/teacher/student conferences.
- Use available resources (teacher, student's records, counselors) to become familiar with advisees' academic and social background.

MENTOR PROGRAM. The Mentor Program was established to bring persons from the business, industrial and educational community with their skills and knowledge to be role models for our students.

Seniors are encouraged to take part in either the Mentor Program or an independent research project. If the Mentor Program is elected, they should spend 3 to 5 hours per week in the appropriate laboratory, institution, or business. The coordinator and mentor will assess the students in the

Mentor Program and determine the grade at the end of the year. Credit earned and a comment will be recorded only after a student has completed a year's experience in the program.

STUDY OPTIONS AND SPECIAL PROGRAMS. Special study plans are described on Page 31 of the NCSSM Course Catalog. Students may secure an application form from the Registrar's Office to begin making arrangements for Independent Study (Page 4F), Individualized Study (Page 6F), and Special Seminars (Page 15F). Information on the forms will direct the students to the proper activities and sponsors to facilitate registration for these programs.

ADVANCED PLACEMENT PROGRAM. The School provides an opportunity for students to participate in the Advanced Placement Program of the College Entrance Examination Board in May of each year. Many seniors and some juniors take one or more of the major examinations offered each year.

INDEPENDENT STUDY PROGRAM. Independent study is a general term describing activities at the North Carolina School of Science and Mathematics designed to provide a variety of self-directing learning opportunities under appropriate supervision of the faculty, staff or resource personnel from outside the School. Such study should answer a need not met by the established curriculum and/or class schedule and will usually take the form of research in a well-defined area of interest.

Credit will vary depending on the project as planned and approved by faculty/staff sponsors and the Dean for Academic Affairs. Such units of credit must be agreed upon by the student and supervisor in advance.

If a student elects to do an Independent Study project in place of a mentorship (which earns one-half credit per year), the credit for the study must be agreed upon as at least one-half credit. (An Independent Study project or a mentorship is required for graduation beginning with the class of 1983).

Independent Study students and sponsors are to complete the form "Application for Independent Study" (Page 4F) and send it to the Guidance Office.

The Guidance Office will review the proposal in terms of the student's total schedule and forward it to the Dean for Academic Affairs, who will (1) assess the request, (2) notify student and sponsor regarding approval by sending signed copies to each, (3) forward a copy to the Registrar's Office.

The Registrar's Office will enter the specific Independent Study title on the transcript.

An Independent Study will be assessed by the sponsor with a written comment at the end of each quarter grading period and a comment plus grade at the end of a semester. The grade will be in the form of "S" for satisfactory work (credit) and "U" for unsatifactory work (no credit).

The undertaking of an Independent Study project or course should occur only after careful consideration of factors which include time available, other responsiblities, and the student's ability to be self-directed. Students may drop an Independent Study project or course only with approval of Dean for Academic Affairs.

INDIVIDUALIZED STUDY. There may be opportunities for individualized study of standard curricular offerings. Arrangements proposed by a student and teacher must be submitted on the standard "Contract for Individualized Study" . Grades and credit will conform to all policies, procedures, and units of credit which pertain to the standard course. (Contract for Individualized Study, Page 6F)

TUESDAY NIGHT SERIES. An interdisciplinary required course, developed cooperatively by Residential Life, Health Services, Guidance and Counseling, and parents focuses on the personal, social and leadership development of our students. This series will be presented during each of the four quarters in the 1984-85 school year on Tuesday evening at 8:15 p.m. Numerous topics will be covered, including time management, health and nutrition, leadership styles and skills, college planning, peer relationships, coping with pressure, and separation from NCSSM.

EVENING TUTORIALS. Evening tutorial is one of the significant features of the School which set it apart from day schools. The fact that teachers are available on study evenings, that the library is open, that the computer room, the laboratories and other resources are open emphasizes the commitment that is, in turn, required of students -- that they give full concentration to the programs of the school and the resources available.

On each of the evenings Monday, Wednesday, and Thursday, from 7:00 p.m. until 9:00 p.m. (Tuesdays from 7:00-8:10 p.m.), teachers are on duty to assist students. Each teacher spends approximately two hours one evening per week. As much as possible, each department has a teacher available each evening.

Faculty, staff and volunteers can assist significantly in the following ways:

- Encourage students to come to see faculty/staff if they seem to be having difficulty completing assignments or understanding the subject. Sometimes just a few minutes of clarification will get a student back on track.

- "Check up" on students who have been given assignments extending over a period of days, to see that they have been working on schedule and not putting off the assignment.

- Hold review sessions for small groups of students.

- Give make-up tests or other assistance only to students who have had excused absences. (Tutorial should not be used as a regular test period for testing which should be done in class time.)

- Consult with students during independent projects.

- Provide opportunitites for students to work on projects requiring special equipment in classes and laboratories.

- Remind students that other members of the department are on duty other evenings and may be able to assist them when their teacher is not there.

SUPERVISED QUIET HOURS. Each evening between the hours of 7:00 p.m. and 9:00 p.m. the entire campus observes "Quiet Hours". All activities of a non-academic nature are usually suspended. Students are required to spend this time in supervised study in the residence halls.

4.9 Guidance and Counseling

ROUTINE REFERRALS FOR COUNSELING. Should a faculty or staff person at NCSSM think that a student needs assistance from Guidance and Counseling services, that person should complete a referral form (Student Referral Form, Page 28F) and forward it to the Guidance Office in a sealed envelope marked CONFIDENTIAL.

The guidance staff will review the referral and determine strategy for intervention. A note will be returned to the person making the referral to indicate receipt of the referral and to inform the referring person of the guidance staff response.

GUIDELINES FOR INTERVENING WITH TROUBLED STUDENT. Because people in conflict (students are no exceptions) will talk first to a person they admire and trust, a student may often choose a teacher as a source of help to discuss a problem or dilemma. As studies hve indicated, faculty are often as helpful as trained therapists in helping students solve dilemmas or work through "normal" situational crises. Through empathic listening and questioning, faculty can help students clarify the issues and their options in response to a problem, enabling the student to make his/her own choice of responsible options. Often the faculty can draw on their greater knowledge of the world and life experiences to suggest solutions to a problem that a student has not considered. You have likely had many experiences in helping students in this way.

There are, however, times when a student may suffer silently, giving out non-verbal signals of distress. Many times a teacher or other adult is reluctant to approach such a student because they fear that they may precipitate a crisis. On the contrary, troubled young people yearn to have someone recognize their despair but may be unable to ask for help directly.

Ignoring early, silent signs may intensify feelings of isolation and may encourage self-destructive behavior as a way of signaling distress. Observing any of the following signs are cause for concern:

(1) a markedly decreased academic performance
(2) markedly diminished attention span
(3) loss of interest in formerly pleasurable activities
(4) unexplained impulsive behavior resulting in physical injuries
(5) extreme boredom, unusual fatigue, or sleepiness
(6) excessive and rapid weight loss or gain
(7) preoccupation with death
(8) essays, poems, other written work or art that openly or implicitly suggest self-destructive acts, excessive rage or violence
(9) social withdrawal (particularly a change in previous degree of social interaction)
(10) not maintaining basic hygiene (change particularly significant)
(11) chronic illness and/or absences
(12) frequent crying, extreme emotionalism and/or abrupt mood swings.

If you observe these signs, the best approach is to take the student aside and express your concern over recently observed behavior. "You have been so quiet and have looked so sad lately. It hardly seems like you. Is something troubling you?" If this approach doesn't get anywhere or the

conversation reveals that the student is indeed very troubled, contact one of the counselors. Together we can decide what to do next.

HANDLING PSYCHIATRIC EMERGENCIES. Occasionally there are times when a severely distressed student will seek your help directly or "act out" in your classroom, tutorial or faculty office (a student hysterically fainting, a student appearing with cuts on his/her wrists or talk of an overdose of pills, a student dissociating because of exhaustion or deeper psychological problems, a student displaying excessively slowed behavior or distorted speech). In these cases immediate action should be taken. The following instructions are submitted to guide faculty in dealing with such situations.

> If the student is bleeding profusely or his/her life is in immediate danger, call the NCSSM Health Clinic (683-6680) during the day. If there is no answer or aduring the evening, call an RA to arrange immediate trannsportation to the Emergency Room. In this case the RAs are our surrogate parents and should take over and go with the student to the Emergency Room, contact the parents, etc. This is their function, not the faculty's.

If the student is not in immediate danger, use the following procedure:

> DAYTIME: Call the Guidance Office or bring the student with you, and if he/she wishes sit with the student to ease the transition to talking with the counselor, sharing your concern openly with the counselor so that the student doesn't feel things are being done or said "behind his/her back". Later, a private follow-up consultation may be indicated. The faculty can also encourage the student to continue to work with his/her counselor.
>
> EVENING: Contact the student's RA and again talk with the RA in the presence of the student. Obtain a commitment from the RA, as with a parent in public (regular) high schools, to observe the student throughout the night, then make a referral to Guidance and Counseling the next morning. If the RA perceives an emergency during the night, he/she will follow the emergency procedure.

4.10 <u>Clubs at NCSSM</u>

For NCSSM a club is defined as any group of students who

meets one or more of the following criteria: (1) utilize campus facilities and/or materials; (2) sponsor fund-raising activities; (3) represent NCSSM in any capacity; and (4) collect dues for fees.

All organized clubs must fill out a Club Charter Application in order to receive Inter-Club Council recognition. These forms are available from the Student Council.

NCSSM requires that each club have a faculty/staff advisor. Faculty/staff will be asked to sponsor no more than one club.

4.11 Employing Students

Occasionally there may be reasons for the School to employ currently enrolled students during vacation periods. The Department Head of any department having a need which can be filled by employing students should discuss it with the Dean for Operations and Institutional Advancement before discussing it with any students.

Students may not be employed for pay during times when the School is in session, including weekends. While regular outside employment is not permitted, selected occasional outside employment opportunities (yard work, baby sitting) will be considered by the residential life staff.

All conditions of employment (hours, pay, supervision) will be worked out between the Department Head and the Business Officer.

4.12 Funds for Student Activities

The various activities which provide important experiences for students in co-curricular programs require funding which must be provided from sources outside of the School's regular source of funds.

Sources of funds are: Parent donations; student donations, or charges assessed for participation in activities; student fund raising projects; and administrative support for special projects from private funds.

In order to make sure that worthwhile activities are encouraged within reasonable costs and through sound management, the following guidelines will be used.

Parents will be asked to provide funds through donations to the Student Activities Fund and asked to pledge in advance of each school year the amount they plan to donate to this primary fund.

Using this as a base amount, seven separate funds appropriated from parents donations will support a variety of activities. An administrator will be appointed to approve and administer the funds. Activities include:

Principal's Discretionary
Educational Enhancement Activities
Student Activities
Athletics/Recreation Program
Publications
Parent Organization
Student Council/Clubs

Each group must submit its proposed budget including expenses and sources of income to the parent organization staff person.

Any organization which does not have its funding needs met by the allocation from the primary fund may raise funds independently under the following provisions:

(1) Only one fund raising activity per year for any organization.

(2) Accurate records must be kept and the money deposited in the Business Office.

(3) Any off-campus fund raising must also be approved by the Development Office.

(4) Funds may be carried over from one year to another, but funds are then considered as income when determining needs for the new year.

(5) Two or more organizations may cooperate in a fund raising activity, but it will count as the one activity of the year for each of them. There must be clear agreement in advance as to how the work and the proceeds will be shared.

(6) The nature of any fund raising activity must be in good taste and appropriate to the purposes of the School. It must not take an inordinate amount of the time of any students or interfere with classes or other aspects of the school program.

4.13 Computer Use Policy

All policies stated here intended for students also apply to faculty and professional staff.

Faculty and professional staff are encouraged to utilize the computer in the preparation of lesson plans, tests, reports, experiments, research, planning, budgets, etc. in carrying out their duties. Due to the professional nature and extent of the work of this innovative school, such effort obviously must take place both on and off campus.

While the primary purpose of authorizing the use of computers and other state equipment off campus is to further the work of the School, it is also recognized that one of the best ways to increase efficiency on the computer is to increase everyone's intelligent utilization of the computer; therefore, peripheral use of the computer off campus for non-school related activities can also be recognized as a benefit to the State of North Carolina as a part of continuous learning.

The faculty and professional staff, with the approval of the Head of the Computer Science Department and/or Principal or Dean, may be authorized to use state (NCSSM) property in the form of computers and related materials off campus only when it can be justified as being in the best interest of the state. The above-mentioned members of the administration will also ensure that the borrower is adequately trained in the operation and care of the equipment.

The form for check out of education equipment/supplies in this handbook (Page 8F) shall be used with the exception that the Head of Computer Science, the Principal or a Dean must also sign the form. In addition a separate inventory book for computers to be used off campus will be maintained in the Business Office, listing the asset number, serial number, and a brief description of each piece of equipment.

Each individual borrowing said equipment must sign in the inventory book under the following inscription:

> I hereby acknowledge the receipt of the equipment listed above which will be used in the development of my professional capabilities in connection with my assigned duties at NCSSM. I acknowledge that this state equipment is subject to recall at any time, but in no event will I keep it in my possession for more than three (3) months from this date without requesting permission for an extension in writing. I also acknowledge that the initiation of an extension if it is desired is my responsibility.

NCSSM requires that all of its students gain computer literacy in order to graduate. The school believes that computers are as much a tool of learning as books, microscopes, and telescopes. Today they are essential to

the efficient pursuit of knowledge; however, due to a computer's cost, special procedures for off campus use are required. Faculty and professional staff are always encouraged to increase their own proficiency in computer use and to increase the effectiveness of their instruction in every possible way. It is the policy of NCSSM to encourage all of its faculty and professional staff to make maximum use of modern equipment for these purposes.

The use of the computer is a privilege given to students at NCSSM. This privilege demands responsible and courteous behavior from all users. Any users found to be misusing the computer or peripheral equipment will lose this privilege.

The primary purpose of the computer is to enhance learning. It is used not only to study areas of computer science, but also as a tool for calculating and word processing in all academic areas. Any other use of the computer is incidental to this. All users must realize that use of the mail or phone commands and the printer must be reasonable and should not inhibit the academic use of the machine.

Each person's account is viewed as his or her personal property. Thus, it is private and should not be violated by anyone. Each user should realize that disclosing his or her password to another person is giving that person tacit approval to use his or her account. This is also true of all system and administrative accounts.

In view of this right of privacy and personal property, any student who gains unauthorized knowledge of a password that gives that student access to anyone else's account or to the system account must immediately tell the password owner so that the password can be changed. Whoever does not do this, whether or not he or she ever uses that knowledge, will be recommended for dismissal from the School.

Any other computer-related behavior that is viewed as unacceptable to the school will, in the least, result in the loss of computer privileges.

For any person to gain the privilege to access the computer either through his or her own account or through a public account, it is necessary to read the above statement and to sign an agreement which may be obtained through the Mathematics and Computer Science Department.

4.14 Students and Legal Authorities

No student who is under 18 years of age is to be questioned by legal authorities (law enforcement, lawyers, district attorneys, etc.) without a prior contact being made between a representative of NCSSM and that student's parent or legal guardian. The parental contact is to be made by a staff

member who is a department head, dean, principal or director. When the parental contact is made, a staff person is to be a member of any group of individuals questioning NCSSM students. While parental contact may not be legally required for students over 18 years of age, it is a responsibility of our school to make attempts to contact them as well. In all cases, staff representation is expected.

4.15 Library Services

Refer to the Student Handbook for policies on library services, Computer Room, photocopier services, student loans, reserve, and fines and payment for lost materials.

4.16 Scheduling of Tests, Quizzes, Special Activities

Tests and quizzes (15 minutes or more) should be registered on the sign-up sheet in the Academic Office for each instructional day of an upcoming two-week period. Registration information should include the number of juniors and seniors involved, and the space for special activities, when such occasions as due dates for a research paper or field trip or any other special program involving substantial time input are required. (Sample on Page 31F).

4.17 Textbook Policies

Basal texts in all disciplines should be used a minimum of three to five years.

Department Heads should appoint a textbook committee prior to time new adoptions are desired. The responsibility of the committee is to make a careful and extensive review of all available texts in that specific discipline.

The committee should recommend one to three texts to the Department Head. Recommendations should be submitted to all teachers in the department teaching the discipline under discussion. The Chair should strive for a unanimous decision on one text to be used for the next three years. The decision of the department will be forwarded to the Dean for Academic Affairs on or before March 15 of the year preceding the year that the new text is desired. Because budgets are planned on a biennial basis, a budget item covering costs of anticipated charges may need to be submitted two years in advance of the change.

A department wishing to adopt a new text before the minimum term has expired should submit justification for this adoption to the Dean for Academic Affairs.

The Dean for Academic Affairs will approve or reject such a request. Action taken by the Dean for Academic Affairs will be submitted in writing to the Department Head.

Purchase orders for new texts should be submitted only after the prodedure is completed.

Damage fees should be prorated on the basis of a three year life span for each basal text.

Cost of replacing books:

(a) The cost of replacing all lost books should be the responsibility of the student. Normal wear and tear for use of a book should be considered during the second and third year only.

(b) Any student wishing to purchase a book might use the same formula as is used to replace a book.

(c) Replacement costs of all lost supplementary materials should be the same as (a) and (b)

All funds accrued from damaged or lost books will be diverted to the departments affected and earmarked "textbook funds", these accounts may be used for the following reasons:

(a) Start to pay for the real cost of repair/binding texts from year to year.

(b) Provide funds for the department to make fuller use of multi-adoption every three years or purchase sets of supplementary texts during any three-year period.

(c) Help defray costs of providing workbooks, lab manuals, tests, and other supplementary materials needed to enrich the course.

(d) Purchase Programmed Individualized Instruction Sets for the student(s) who will always be ahead of the others.

(e) Purchase parallel texts covering basic concepts of the course with varying levels of difficulty for the different ability levels in every class.

(f) Replace at no cost to the taxpayer lost or damaged-beyond-repair textbooks.

REQUESTING AND PURCHASING TEXTBOOKS. The accounting, distribution, and retrieval of textbooks will be the responsibility of the Academic Office.

All basal textbooks will be stored in a centrally located place.

All textbooks will be distributed to teachers and students from the bookroom. Students must show proof of payment of the $50.00 deposit before any books can be issued.

During the beginning and end of semesters, the bookroom will be open for textbook distribution on an extended schedule. During other times of the school year the bookroom will be open at least three hours per week. Schedules will be announced each semester.

Students will be issued textbooks for courses in which they are enrolled. Other textbook requests by students must be signed by the appropriate faculty member or the Dean of Academic Affairs.

Supplementary textbooks may be issued to faculty members in classroom sets or may be issued to students individually. Notify the bookroom in advance of your plan.

Responsibility for ordering and selecting textbooks will remain with the academic departments.

Teachers should encourage students to carefully use their textbooks and to attempt to minimize damage to the books. Students should write their names in the front of each textbook issued to them. The NCSSM stamp in the book provides a space for putting the name.

Fees for lost or damaged books will be paid to the Assistant Dean of Academic Affairs except during the last two weeks of the school year and over the summer. At this time monies will be collected in the Business Office.

An end-of-the-year report will be submitted to the Dean for Academic Affairs with a statement of inventory along with a list of the names of each student who did not return textbooks to the bookroom and the fees assessed for each damaged and/or lost book.

The Academic Office will route these reports to the Business Office for billing students having outstanding bills (damaged and/or lost books).

Communications will be mailed to students and their parents indicating (a) payments should be mailed to Business Office; and (b) books should be returned to bookroom (fees owed per book per teacher).

POLICIES-FACULTY/STAFF RELATED

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5.0 FACULTY/STAFF RELATED POLICIES

School policies are arrived at in a number of ways. Most are determined by the administration of the School under authority delegated by the Board of Trustees. Some policies are determined directly by the Board of Trustees upon recommendations from the Director. Some policies result from the laws of the State of North Carolina and procedures of the Department of Administration and the University of North Carolina Board of Governors in intrepreting and implementing those laws. Wherever possible policies and practices followed by the public schools of the State of North Carolina which will not hinder or detract from the purposes of the School are followed.

The unusual nature of the School and its continuing evolution as an institution within the general educational community of the state will necessitate continued review and refinement of these policies.

5.1 Certification

Teacher certification is not a requirement for employment at NCSSM.

Faculty members who wish to maintain their certification may earn renewal credit through one or a combination of the following activities:

Senior College or University Credit	No limit
Experience (One unit for each year of professional education experience within the five-year renewal period)	3 unit limit
Local In-Service Courses or Workshops (One unit for each ten clock hours of instruction)	No limit
Approved Travel (One, two, or three units within the five-year renewal period)	3 unit limit
Individualized Staff Development (Limited to individuals employed in the public or non-public schools approved to administer in-service activities)	6 unit limit
CEU (Continuing Education Units)	No limit

Each type of renewal activity listed above is shown with the maximum units of credit allowed for that type of activity

toward each renewal. Each five-year renewal period begins July 1 of the year preceding by five the "Expiration Date" shown on the certificate. All expired certificates will be reinstated dating five years from the completion date of the renewal. Individuals employed prior to September 1 may include credit earned by September 1 of that year as part of the renewal and receive a renewed certificate dating from July 1. Those employed after September 1 may count renewal credits completed prior to the beginning date of employment.

Faculty members who wish to renew their certificates or become certified should file all earned credit in the Academic Office. The Dean for Academic Affairs will forward all official records and requests for certification/renewal with the North Carolina Board of Certification for faculty members as required units of credit are earned. New regulations regarding renewal will be in effect beginning July 1, 1985.

5.2 Attendance

Leave policies of state employees are explained in "Working for North Carolina". Variations in policies that apply only to Teachers are described below.

VACATION LEAVE. Full-time permanent, probationary, or trainee employees are granted at least 94 hours (11 3/4 days) of vacation leave each year. Part-time employees are granted vacation leave on a pro-rata basis. The longer you work, the more vacation leave you are granted. The chart below breaks down vacation leave earned.

WHEN YOU HAVE WORKED (Years)	YOU ARE GRANTED		
	HOURS		EACH YR
	MONTHLY	YEARLY	(8-Hr. Days)
Less than 2	7 hrs. 50 mins.	94	11¾
2 but less than 5	9 hrs. 10 mins.	110	13¾
5 but less than 10	11 hrs. 10 mins.	134	16¾
10 but less than 15	13 hrs. 10 mins.	158	19¾
15 but less than 20	15 hrs. 10 mins.	182	22¾
20 or more	17 hrs. 10 mins.	206	25¾

Leave policies below are in compliance with the Department of Administration Personnel Practices. For information of accumulation rates contact the Personnel Office, 683-6521.

Ten-month employees (including teachers) should consult the Personnel Office and school calendar for details. Twelve-month Teachers should consult the Business Office or the booklet called "Teaching in North Carolina."

FACULTY PROFESSIONAL LEAVE. Teachers are to secure an Advance Leave Request Form (Page 3F) and obtain a signature from their Department Head who will, if approved, forward the request to the Dean for Academic Affairs. The Dean for Academic Affairs will approve or deny the request and send notice of the decision to the Teacher and Department Head. The Department Head will plan together with the Teacher for instructional coverage if the leave has been granted. The Dean for Academic Affairs will place a copy of the request in the Teacher's file and personnel leave file in the Personnel Office.

PERSONAL LEAVE. Teachers are to apply in advance directly to the Dean for Academic Affairs who will approve or deny the request and send notice of the decision to the teacher and department head who will plan together for instructional coverage if the request is approved.

SICK LEAVE. The amount of sick leave earned each month is equivalent to a full 8 hours per month (one working day). Sick leave can be used for illness in the immediate family (confined to spouse, parents, children and other dependents living in the household) and for death in the immediate family (family for this purpose is defined as wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, and grandfather). Also included are step, half and inlaw relationships as appropriate based on the above listing. No amount of time is set as a limit for either use of sick leave. The decision is left to appropriate management and based on individual needs.

Reinstatement of accrued sick leave will be mandatory within three years from any type of separation. Sick leave is accruable indefinitely, and can be transferred from administrative units within the state if transfer is applied for within 30 months.

ADVANCED SICK LEAVE. Teachers need to report to department heads in order to plan together for instructional coverage.

EMERGENCY SICK LEAVE. Teacher is to notify department head, either at home or at school, as quickly as possible. Department head is responsible for (1) executing emergency lesson plans on file, (2) engaging a substitute, or (3) notifying students and appropriate personnel if a class must be canceled.

FUNERAL/RELIGIOUS LEAVE. Funeral leave and leave for observation of religious holidays are subdivisions of sick leave (in compliance with the Departent of Public Instruction).

PARENTAL LEAVE. In accordance with Title VII's policy on equal employment opportunity, female teachers shall not be penalized in their condition of employment because they require time away from work caused by or contributed to by, pregnancy, miscarriage, abortion, childbirth, and recovery. Consult the Personnel Office for specific details.

CIVIL LEAVE. Teachers should notify their department head as early as possible to plan for instructional coverage. Teachers serving on jury duty will not lose salary for the time served as a juror. Any compensation earned as a juror will be retained by the teacher.

PROCEDURE FOR COVERAGE. Notify your Department Head well in advance of the expected absence. This should be done at least a day in advance except in the case of an emergency.

Leave lesson plans with your Department Head or in the Academic Office if desired, and leave lesson plans for each class period. The substitute taking the call should not be expected to take lesson plans over the telephone.

Leave or send keys for classroom to Department Head or Academic Office.

Call your Department Head or the Academic Office by 3:00 p.m. if your absence is to be extended beyond the designated time specified in prior arrangements. Teachers who do not report in by 3:00 p.m. on the day of their absence are expected to be at work the next day.

A copy of the class schedule and class roll should be on file in each instructor's classroom. These records should be accessible to the Department Head for emergency situations.

SUBSTITUTE TEACHERS. It is the policy of the School to provide qualified substitutes whenever possible. Those persons who have been cleared through our Personnel Office names appear on an APPROVED list and are eligible for employment as a substitute teacher. Teachers should check with their department heads if they are unable to report for classes. It is the responsibility of the department heads to contact substitutes and arrange for classroom coverage. The instructor is responsible for providing information/material/emergency plans for the substitute.

In special circumstances other instructional arrangements may be made in cooperation with the department head, for example, special speakers or films, which may be supervised by non-instructional persons.

Salary and the method of payment for substitutes shall be in accordance with those regulations established by the State.

The minimum time that a regular teacher is charged for any absence shall not be LESS than ONE-HALF of ONE DAY, nor LESS than ONE DAY if an excess of one-half of one day leave is taken.

5.2.1 Resident Advisor Absences

Resident Advisors should notify the Office of Residential Life Manager or the Dean of Students as early as possible in order that coverage for responsibilities may be arranged.

VACATION LEAVE. Days off are built into the annual calendar, for Resident Advisors. They do not accrue from month to month. Vacation leave is taken only at the end of the 10-month contract and does not accrue from year to year.

PROFESSIONAL LEAVE. In developing and sustaining the Residential Life Program it is important that RA's have opportunities for professional improvement through attendance at workshops, conferences, visits to other educational and scientific agencies, and meeting with professional colleagues. Because this is of direct value to the school, such opportunities will be available to all members of the Residential Life Staff. There are obvious restrictions due to budgetary and calendar considerations. Requests for such absences and for the budgetary support necessary for them will be approved by the Dean of Students.

PERSONAL LEAVE. On rare occasions it may be necessary for an RA to be absent for a pressing personal need. Such absences must be approved by the Dean of of Students and will require the covering of residential program responsibilities by another staff member.

5.2.2 Inclement Weather

FACULTY AND PROFESSIONAL STAFF

Before School Hours. Faculty and professional staff are urged to listen to broadcast reports concerning ice/snow and other adverse weather conditions that prevent safe driving and to be informed of plans for NCSSM.

These are the stations to refer to: WPTF-AM, WQDR-FM, WRAL-FM, WDNC-FM, and Channel 28 TV.

When Durham County/City Schools and other adjacent county schools delay the opening of school or close schools entirely, faculty and professional staff are to determine for themselves whether it is safe for them to drive to the

NCSSM campus. Faculty who cannot get to classes should call the Dean for Academic Affairs' Office or the Principal's Office by 8:15 a.m. to relay emergency lesson plans. Lessons will be posted in classrooms.

During School Hours. In the event of developing weather conditions during the school day which will prevent safe return home, the Director or his designate will announce, via special memo to all classrooms and academic offices, the cancellation of classes. Faculty will be responsible for placing class cancellation notices on the classroom doors. Information concerning the next school day's lessons should also be included in the notice.

OFFICE STAFF, ADMINISTRATORS, 12-MONTH FACULTY

Before School Hours. 12-month staff and administrators are to report to their duties when it is safe to do so. Persons who will be delayed arriving to work more than one hour are urged to call their supervisor's office to explain the delay.

During Work Hours. When weather conditions develop during the day which will influence safe return home, the Director or his designate will announce, via special memo to all offices, that department supervisors should encourage all non-essential personnel to leave.

MAINTENANCE PERSONNEL, FOOD SERVICE EMPLOYEES, SECURITY, RESIDENTIAL LIFE STAFF

Maintenance will, at first sign of snow and ice, salt all entrances and walkways. After major accumulations of snow and ice, maintenance will arrange for its removal from entrances, major walkways, and major access streets.

Food Service has a plan to shift from electricity to gas in case of power failure and vice versa. It also has stand-by menus and supplies.

Broken water pipes and steam lines should be immediately reported to Security who will contact the Plant Manager or the designated duty officer.

DISASTERS

If or when fire, tornados, or other possible disasters occur, all School personnel will follow plans used in drills and the policy handbook. Emergency generators and lights are in working order, but must be checked regularly.

Mattresses, blankets, sheets and pillows are in the storage room in Hill House ground floor next to the lecture room. Additional rooms are available in dormitories and also in the Cottage which has electric baseboard heat.

5.2.3 Reporting of Monthly Leave

Each Dean, Department Head and Supervisor is responsible for assuring that a monthly leave record is submitted for EACH EMPLOYEE whether any annnual leave or sick leave was taken or not each month. The NCSSM Leave Record Form (Page 12F) should be submitted to the Personnel Office by the 2nd working day of the following month. This information is recorded and a statement issued on the following month indicating the time taken and amount of leave accumulated.

5.3 Affiliations

The NCSSM, as a public high school, should seek affiliations with various statewide and national student activity groups much the same as other public high schools in the state do. Such groups should have objectives and programs which are congruent with the objectives and programs of NCSSM. Activity groups should have the approving sanction of national or state sponsoring groups whose standards have been met. Such groups or agencies include the Department of Public Instruction, the National or the North Carolina Science Teachers Association, the National or the North Carolina Council of Teachers of Mathematics or other established educational or scientific societies. Organizations whose activities and purposes are primarily religious in orientation would not be appropriate affiliates for a tax-supported school.

Expenses for fees or registration or membership which will benefit the entire group of students participating, or the entire school, should be paid by NCSSM. Other expenses for equipment, materials, etc., will have to be considered on an individual basis as particular needs arise. The expenses of groups of students traveling away from school will have to be borne by the students insofar as possible. For those for whom this would be a hardship, private funds might be sought.

Any such group within the School which has an affiliation statewide or nationwide must have a faculty or staff sponsor willing to provide the leadership and supervision for all of the activities. Where appropriate, the students should assume as much responsibility as possible for leadership and carrying out the aims of the particular program, but the faculty/staff sponsor must ultimately assume the full responsibility for the program.

Any groups from other schools which are invited to visit NCSSM for purposes of participating in planned activities must give assurance that they will be supervised and that their program is in line with the purposes of the particular NCSSM organization sponsoring the visit.

5.4 Dual Employment

Occasionally a situation occurs in which a person is employed by NCSSM and another state agency, particularly by one of the nearby universities or other public schools. There are numerous regulations and guidelines regarding such dual employment. Anyone who is under this category should check with the Business Office for detailed information concerning such employement.

5.5 Publication Policy

Work prepared by school employees on their own time will be their own property and will need no review before publication.

Work prepared on school time or with the benefit of school facilties would have to be submitted to the Principal or the Director before publication. The Director would decide whether the work should be published in the name of the School or the teacher, staff member or any combination of the same.

In making the decision, the Director would consider what percentage of the work was done on school time or with school facilities, and whether or not royalties would be waived if the school system and/or the State of North Carolina bought the publications, software, and other works.

PATENT AND COPYRIGHT CONSULTING. The North Carolina School of Science and Mathematics is dedicated to instruction, research, and extending knowledge to the public (public service). It is the policy of the School to carry out its scholarly work in an open and free atmosphere and to publish results obtained therefrom freely.

It is also the policy to encourage employees to serve as consultants, speakers, workshop facilitators, and to provide other services to the public.

Specific policies pertaining to these and similar matters will be developed under the guidelines of the University System and will be published as an addendum to this section of the Handbook.

Until such policies are developed and approved by the Board of Trustees, employees or students who undertake research, writing, speaking, consulting or other activities where outside compensation may result, should meet with the Director to determine the appropriateness of such compensation relative to use of school facilities, equipment, personnel, time, and the degree to which they are seen as representing the School.

5.6 Equipment/Supplies

All equipment is identified by asset (inventory) stickers. Notification must be given to the Business Office when any equipment is moved from original permanent location to a new permanent location.

INSTRUCTIONAL SUPPORT EQUIPMENT. The Media Services Department is responsible for coordinating the purchase, use, and maintenance of instructional equipment (except micro-computers) which are designed for use in more than one subject area (example: film projectors, slide projectors, tape recorders).

Media Services will purchase, maintain, and distribute on request a sufficient inventory of such equipment to meet the general school needs for occasional use (including non-instructional departments such as admissions and development).

It will be provided with budgeted funds to enable it to provide this service.

Any department which has full time need for such equipment may purchase the equipment from its own budget subject to the following.

Once the need has been established and budget allocated, Department Heads must consult with the Head of Media Services to assure compatibility, repairability, and the best price available of various models of the equipment needed. The Head of Media Services must approve the make and model requested.

The Media Services Department will set up a regular maintenance schedule, coordinating maintenance and repair of department "owned" equipment along with media services general equipment. Departments, in consultation with Media Services, will estimate and budget annually in their own budgets the cost of maintenance, repairs, replacement bulbs, parts, etc. After maintenance and/or repairs are done as scheduled by Media Services, the costs are charged to the "owning" department. (Example: A service representative is hired to come in to clean, adjust, change the belts on three 16-millimeter film projectors. Two are for general use, one "owned" by a department. One third of the time cost will be charged to the department projector along with cost of parts for it.)

Departments which purchase their own equipment are advised to assign a work-service student to be responsible for the use and availability of the equipment. Media Services will provide training for students on proper care and use.

Because of the large number of microcomputers under the responsibility of the Department of Mathematics and Computer Science, policies similar to the above will pertain to purchase and maintenance of microcomputers and peripheral equipment, with coordinating done by Department of Mathematics and Computer Science.

Mathematics and Computer Science will make available micros for occasional use to any department. Departments wishing to purchase their own microcomputer must check with the Head of Mathematics and Computer Science for compatibility, repairability, etc. The Head of Mathematics and Computer Science must approve any purchase request.

All regular maintenance and repairs will be coordinated by the Mathematics and Computer Science Department. Charges for repairs, maintenance, and parts for micros "owned" by other departments will be charged to that department which must budget for such services.

The purchase of equipment to access the VAX or software for use on the VAX requires the approval of the Head of Mathematics and Computer Science and a Dean or the Director.

Microcomputer software may also be of a general nature applicable to many departments or of a special nature unique to one department.

The cataloging, storage, and distribution system for both categories must permit the maximum availability to students and staff, which requires not only access as many hours as possible, but also accountability for ordering, cataloging, and storing various categories whether in Mathematics and Computer Science, Media Services, or another department.

The Head of Media Services and Head of Mathematics and Computer Science will jointly develop policies and procedures to be approved by the Dean for Academic Affairs.

The Equipment Inventory Form may be found on Page 8F, and the Missing Equipment Form on Page 11F.

5.7 Media Services and Instructional Design

The Media Department offers a wide variety of instructional and operational support services. In addition to library services, the NCSSM Media Department reaches for a goal of providing the school community with a highly integrated set of total information and communications activities. The department consists of the following activities: the library, classroom support, A/V production, the copy center, and instructional design services.

Policies specific to the operations of Media Services and the Library are available on request from the Library.

OFF-AIR RECORDING. The North Carolina School of Science and Mathematics accepts and adopts the following guidelines for off-air recording of video material.

The NCSSM qualifies for off-air recording privileges as a non-profit educational institution.

A broadcast will be retained for a period not exceeding 45 calendar days after the date of recording. All recordings will be erased or destroyed after that period.

Off-air broadcasts will be recorded only on request of individual instructor. Programs will not be regularly recorded in anticipation of requests. Recordings should be made through Media Services.

Instructors should use recordings within 10 school days of broadcast and only once per class.

A limited number of copies may be reproduced from each recording to meet the legitimate needs of teachers under these guidelines. Each such copy shall be subject to all provisions governing the original off-air recording.

After the first ten consecutive school days the only use that can be made of the recording is teacher evaluation. This evaluation is to be used to determine the likelihood of using other programs in the series or in purchasing a copy of the program.

Off-air recordings need not be used in their entirety. The sequence of use must follow the order of the program and the recording may not be altered.

All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

All off-air recordings will be labeled with the title, the date of recording, and the date of the end of the retention period.

Individual instructors are responsible for meeting the use of guidelines for tapes in their possession. Instructors are also responsible for seeing that all tapes are returned to Media Services after their retention period.

THE COPY CENTER services offered in the ground floor Media area should be thought of as a self-service situation if rapid turn-around is needed. Work service students run the Copy Center and will run the copy jobs left there with the appropriate work order form attached, but same-day service should not be expected. The professional media staff also should not be expected to provide individual Copy Center service on demand, though they may offer support at times.

Equipment available for checkout includes: Martin Yale folding machine - this item is new this year and there will be training on its operation. The folder is on a cart and can be checked out to offices and work areas for large jobs.

Services available: Copying collating, stapling, hole punching, padding and folding.

Please remember that the Xerox 9200 copier is to be used for long runs only. The special lease arrangement for schools makes it very inexpensive for runs longer than twenty copies per original and very, very expensive for runs less than 10 copies per original. If you do not understand this, or do not understand what this means in setting up a job, please do not use the 9200 copier. There are smaller copiers and an A.B. Dick Spirit Duplicator available.

Training is needed before operating the Xerox 9200 and training workshops will be provided at designated times by the Media Department. Any person wishing to operate the Xerox machine on a walk-up basis should take one of these workshops. Arrangements to use the machine on weekends must be made in advance.

Simple single or two-sided copy requires overnight (24 hours) turn around. You are, of course, welcome to do your own copying or have your work service students do it for you if they are properly trained. A schedule listing the best times to use the machine will be distributed as soon as it is available. Longer jobs will require longer turnaround times. Up to 10 pages requires up to four-day turn around. Ten to 20 pages should expect up to six-day turnaround. Large jobs need to be arranged on a per job basis. Times when the Xerox is reserved for large jobs will be posted in the bulletin.

All copy left for reproducing should be copy ready. Masters for multiple page jobs that are to be collated must be numbered. Security of materials

left for xeroxing cannot be guaranteed. Please proof your copy and check the job when completed and returned.

The Copy Center is staffed by students; therefore, there can be no guarantees that a student in your class will not see material left for reproducing. Every effort will be made to try and prevent this from happening.

5.7.1 NCSSM Library

The Library will serve the faculty, staff and students of the School in the following ways:

(1) Provide a collection of materials which will include books, periodicals, pamphlets and various formats of non-print media.

(2) Provide space for study (individually or in groups), for use of equipment and for special collections (reserve).

(3) Provide circulation services for the collection.

(4) Provide for use of materials and space during school hours, evening hours and on week ends.

(5) Provide, when requested, printed materials not in Library's collection through interlibrary loan arrangements.

(6) Provide for film needs through the State Film Library and other libraries.

(7) Provide for materials on a special subject on request.

(8) Provide professional materials for faculty.

(9) Provide a current awareness service.

(10) Provide library orientation and bibliographic instruction for students.

(11) Provide a reader's advisory service to direct a reader to materials in the collection which are pertinent to needs and interests.

(12) Provide for access to on-line bibliographic databases; e.g. DIALOG, local and national electronic mail and news service, and other services as they become available.

BORROWING OF MATERIALS. Members of the faculty may borrow

as many books and A-V materials as desired. All circulating books checked out to faculty should be returned by the end of each quarter. With the exception of the current issue, periodicals, bound and unbound, and reference books may be checked out for 24 hours.

RESERVE POLICIES. To place materials on reserve, faculty members should obtain a Reserve Request from the circulation desk. Assignments in Reserve materials should not be given until after the materials have been placed on reserve. Please allow three days between requesting reserves and assigning work in them.

There are two types of reserve materials: "Library Use Only" and "Overnight", as designated by the instructor on the Reserve Request form. Reserve books are located behind the circulation desk.

INTERLIBRARY LOANS. Books needed by faculty and students, and not available in the Library, may be secured through interlibrary loan service. Interlibrary loans involve sending the request to the State Library in Raleigh, and the interlibrary loan department there attempts to locate the titles in a library in the state.

An effort will be made to forward requests to the State Library on a daily basis. Notices regarding an unavailable status for the request will be sent to the requester within 2 days of the date the request is made.

Unless restricted by the lending library, the borrowed materials may circulate for a 25 day period.

Materials borrowed will be due in our Library five days prior to the due date defined by the lending library.

Renewal requests must be made on or before the date materials are due in our Library.

The requester assumes all responsibility for fines and costs associated with damaged and/or lost materials imposed by the lending library.

Please be advised that all books borrowed either directly from a local library or through interlibrary loan are for individual use only. They should not be borrowed for classroom use, for reserve book purposes or for use by individual students.

Each faculty member is expected to fulfill his individual responsibility to the policies of lending libraries and adhere to their procedures.

BORROWING PRIVILEGES AT DUKE UNIVERSITY LIBRARY. Each faculty member will have visiting faculty borrowing privileges. This loan arrangement entitles NCSSM faculty to borrow books on an unlimited time basis subject only to recall if needed by Duke students, faculty, or staff. All books must be returned each year by June 1 and may be renewed if needed further. Individuals failing to return books upon recall or at the time of annual return will be billed and borrowing privileges will be subject to withdrawal. It is advisable to return all materials promptly, as soon as they are no longer needed.

Applications for a borrower's card should be completed and returned to the NCSSM librarian early in the school year each year.

FILM SERVICES. Films may be borrowed from a number of sources including the State Library and the Department of Public Instruction. Requests for films from these sources should be made as early in the school year as possible. Film catalogs and request forms are available from the Librarian.

PERIODICALS. The library receives over 100 magazines and a number of national and local newspapers. The location of back issues of periodicals can be found in the Rolodex file on top of the card catalog or you may ask a librarian to assist you. Backfiles of newspapers are not maintained beyond two months.

BOOKS AND AV SOFTWARE SELECTION. The Library maintains a file of current publishers' catalogs, in addition to copies of Books in Print and Subject Guide to Books in Print.

A number of book and A-V software reviewing aids are available in the Library to assist you in the selection of materials. The librarians are always available to assist you with specific book selections to support your existing or future curriculum needs.

BOOK ORDERS. Order cards, obtainable from the Library, should be filled in as completely as possible. Completed order cards should be forwarded to the librarians.

STUDY ROOM. Study Room 26, a small conference room, is designated for student group study. However, it may be reserved with the librarians by faculty or staff for meetings, but must be reserved at least three days in advance. Room 24 is designated for use of A-V materials by students and faculty/staff.

COMPUTER AND PHOTOCOPY ROOMS. The library has available an APPLE II microcomputer with peripheral equipment, including a printer, and a Decwriter IV Terminal. This equipment in room 23 may be used by faculty/staff and students for

searching on-line data bases, word processing and CBI (Computer Based Instruction). IT MAY NOT BE USED FOR GAMES.

A coin-operated paper copier machine is located in Room 21 for use by students and faculty/staff. Each copy is five cents and the machine makes change. Faculty/staff making personal copies on this machine are responsible for compliance with the latest federal copyright laws found in Circular R21, Reproduction of Copyrighted Works by Educators and Librarians (Copyright Office Library of Congress, 1978). A copy of this circular is available in the library.

EXIT CONTROL. The library uses an electronic exit-control system to reduce book losses and make books and periodicals more available to its users. The system enables persons to exit the library without search or delay, unless carrying a library item that has not been properly checked out. The exit gates will lock automatically and a doorbell type chime will sound when the system detects such items. False alarms do sometimes occur. Please do not take offense if this happens. Simply step back out of the exitway and go to the circulation desk for assistance. A library staff member will help discover why the alarm was activated and will desensitize any item carried that is found to be sensitive.

5.8 End-of-Year/Check-Out Procedures

Forms on pages 9F, 11F, and 30F indicate the procedures to be used to complete reports and to check out officially. In order to assure that you are not charged for materials, books, etc. you have returned, persons in charge of receiving such items will affix their signature to your sign-out sheet when all items are turned into the Business Office, Media and Library, Department Heads and the Academic Office.

5.9 Purchase Requests

Forms (Purchase Request, Page 19F) for purchase requests are available from the Business Office. Requests may include printing, equipment, supplies, and books. Completed request forms must be approved by the appropriate Dean before being sent to the Business Office, where a requisition for the purchase will be prepared. It is essential that completed forms specify exact model, make, size, color, number, etc., in order for the purchase to be made.

Supplies, once received, will be kept by someone designated as responsible for inventory in that department. Supplies may be obtained from that person, not from the Business Office.

SMALL OR PICK-UP PURCHASES. All pick-up purchases will require prior authorization from the Business Office. (Small Purchase Authorization, Page 27F) Any such purchases made without prior authorization, emergencies excepted, will not be paid by the School. The following procedures should be followed when making pick-up purchases:

After an immediate need for supplies is determined, a Small Purchase Authorization Form should be secured and filled out. A Department Head, Dean or Supervisor should, at that time, authorize the purchase by signing or initialing the completed Small Purchase Authorization Form.

The signed and completed form should then be taken to the Business Office for purchase approval. The authorization will not be approved by the Business Office if funds are not available.

The invoice or packing slip and the Small Purchase Authorization should be submitted to the Business Office as soon as possible.

The instructions on the Small Purchase Authorization should be adhered to and the form's use should not be substituted for planning ahead for your needs. Additionally, contract vendors should be patronized whenever possible; if not, it is your responsibility to assure the best buy.

5.10 Travel

TRAVEL REQUESTS. Requests must be submitted as far in advance as possible. Do not confuse requests for travel authorization with requests for travel advance.

TRAVEL ADVANCES. According to the directive received from the Controller's Office, travel advances cannot be in the possession of a staff person for more than five days prior to travel. No check as an advance may be written unless it is accompanied by an APPROVED travel request. Therefore, travel advance requests must be submitted to the Business Office within ten to fourteen days prior to the date of intended travel and after approval for the trip has been received. If necessary, and after proper approval, an earlier advance may be issued for registration fees. (See Registration Fees)

OUT-OF-STATE. All out-of-state travel requests must be submitted to the Director for approval. Use the Travel Request Form (Page 33F) for these trips. Please provide detailed information under Purpose and Explanatory Remarks (such as indicating benefit to students, staff, faculty, or school) and allow enough time to have the approval prior to the travel date.

IN-STATE. In-state overnight travel requests that do not exceed the $42.00 per day subsistence allowance and/or $30.00 for registration fees should be submitted to the Director for approval on Form CO-41 (Page 2F). This form must be completed in advance of your travel and given to the Director for review/approval before being submitted to the Business Office. Requests for in-state excess subsistence and/or registration fees must be submitted on the same travel request form used for out-of-state authorization. Detailed information under Purpose and Explanatory Remarks is needed for this type of request and enough time should be allowed for approval prior to the travel date.

GENERAL GUIDELINES. Immediately after the trip (or at the end of the month for persons who travel frequently) the Travel Reimbursement Request Form (Page 25F) should be completed, approved by the Dean of your department, and submitted to the Business Office for approval and payment.

On the Travel Reimbursement Form, the Department is "The Department of Administration," and the Division is "The North Carolina School of Science and Mathematics." Payee's address must be the Payee's complete home address.

The following is a list of State Allowances for meals and hotel:

	In-State	Out-of-State
Breakfast	$ 3.25	$ 4.25
Lunch	4.00	5.00
Dinner	7.75	10.75
Hotel or Motel	27.00	34.00
TOTAL	42.00	54.00

State cars are to be used as much as possible. Trips involving use of State cars require prior approval of appropriate department head. If you use your car, mileage will be reimbursed at the rate of $.25 per mile if no state car is available and $.18 if state car is available and personal car is driven. Mileage reimbursement includes in-town parking and toll charges. To be paid for airport parking, you must submit a receipt.

You must have a motel or hotel receipt. When you travel by air, submit the Passengers Coupon of the airline ticket. Charge card receipts are not acceptable.

Unless given prior approval, the State will not pay more than the amounts indicated above.

In other expenses, registration fees of more than $30.00 must have prior approval. You must have a receipt for all registration fees.

ONE DAY TRIPS. If an employee is not involved in overnight travel, there will normally be no reimbursement for morning or evening meals. If, however, unusual circumstances require an employee to leave his or her duty station before 6:00 a.m. and/or return after 8:00 p.m., the cost for the morning and/or evening meal incurred may be reimbursed if justifiable. Always list exact time departing and/or returning. Lunch is not reimbursable unless overnight travel is involved.

STATE OPERATED FACILITIES. When an employee stays or has meals in a state operated facility, and the subsistence (meals and/or lodging) charge is less than the established rate, the maximum amount reimbursed will be the amount charged. Lodging expense is not reimbursable in an employee's home town or city.

REGISTRATION FEES. The state will no longer pay convention registration fees direct to the sponsoring organization. It is generally expected that the individual intending to attend the convention will pay the fee and seek reimbursement. If that is not practical from the staff person's standpoint, the agency (in this case NCSSM) will attempt to work out provisions for prepayment to the individual who in turn will directly pay the convention sponsoring the fee. This prepayment constitutes an advance to the employee who is then liable for repayment or for submitting a receipt when requesting reimbursement for the trip.

Employees may not claim reimbursement for meals included in registration fees. When a registration fee includes the cost of one or more meals, it is the responsibility of the agency to ensure that reimbursements for such meals are not made to the employee.

REQUEST FOR REIMBURSEMENT (Page 25F) must be submitted no later than the end of the month in which travel took place. If you are delinquent in filing, your request could be denied.

STUDY TOURS. From time to time, members of the faculty and staff are prepared and willing to organize and to oversee study tours to various parts of this country and to foreign countries. Examples are: trips sponsored to countries where the study of a foreign language would enhance the study of the language here in our program, or trips to study the history and culture of countries and to augment the study in our classes. All such trips involve a substantial cost to the participating students. This raises the question of whether or not the trip, by being available only

to those students who can afford it, is in some way discriminatory toward certain of our students. The following policy takes into account the general situation described by such trips.

Teachers and staff members and students are free to organize and sponsor such trips providing that they occur at a time other than regularly scheduled school days for students or workdays for teachers and staff.

Although there is no objection to the sponsoring teacher or staff member providing information to students by distributing appropriate materials, holding meetings, or talking with students and parents in any way using school facilities, any publicity or statements should clearly indicate that such a program is not an integral part of the instructional program of the School and that any educational benefits that develop for the participating students will in no way serve as a disadvantage to students who are not able to participate. School materials and supplies should not be used for publicity or recruitment purposes.

Any contractual form signed by parents should include a statement which acknowledges that NCSSM is not a sponsoring organization, and is not responsible in any way for financial loss, physical injury, or any other events which might occur.

Any contracts entered into with travel agencies or other organizing persons or authorities should also clearly state that the teacher is acting entirely on his or her own initiative and not as a representative of NCSSM.

Every attempt should be made to minimize any publicity associated with the trip, and if there are news articles that develop because of it, the sponsoring teacher should make every attempt to clarify with news media that this is a trip that he or she is sponsoring independently of NCSSM.

5.11 School Facilities for Meetings and Special Events

Reservations are to be made through and approved by the Calendar Committee for Bryan Center Conference Room, Small Dining Room, Assembly Hall, Faculty/Staff Lounge, Beall 1, Hill 9, and Hill 19.

5.12 Development

SUBMISSION OF PROPOSALS FOR NON-STATE FUNDS. All requests for gifts or grants must be processed through the Development Office. No requests for external support can be made without the prior knowledge and approval of the Development Office.

State agencies must receive prior approval from the Governor through the Division of State Budget and Management before submitting the following types of grant requests to federal, state, or private organizations.

New project and formula grant applications to federal agencies.

New applications for federal funds from another state agency.

New applications to foundations and any other private organization.

Formula grants submitted pursuant to a state plan requiring approval by the Governor (i.e., those covered under Part III, OMB Circular A-95).

This policy applies to grant requests that are made in the name of the North Carolina School of Science and Mathematics, and if funded, would become a part of our budget.

Faculty and staff are encouraged to work with the Development Office on projects and activities that cannot be funded through the regular state budget.

ACCEPTANCE OF GIFTS TO SCHOOL. The school is always appreciative of gifts from individuals, businesses, or other organizations. However, faculty and staff must check with the Development Office before accepting any gifts-in-kind on the behalf of the School. Gifts other than gifts of money to the State of North Carolina must meet various criteria, including, but not limited to, clear title, property rights, use of maintenance, and rights to transfer, sell or dispose of in another manner. Under no circumstances should any employee write a thank you letter in which a dollar amount of the gift-in-kind is mentioned. IRS regulations require the donor to declare the value of such gifts. The School cannot do so.

INTERNAL SERVICES

INTERNAL SERVICES

INTERNAL SERVICES

INTERNAL SERVICES

6.0 INTERNAL SERVICES

6.1 Mail

Mail should be directed to the School at P.O. Box 2418, Durham, NC 27705. Post Office mail is sorted in the Business Office and routed each morning to appropriate offices and departments. All other mail is sorted in the mail room before being routed to appropriate departments. All faculty/staff mailboxes are located in Bryan Center adjacent to the Lobby.

6.2 Maintenance and Housekeeping Assistance

MAINTENANCE. The maintenance department is always willing to assist you with lights, leaks, and repairs; however, requests need to be made by completing a Work Order Form (Page 35F). When time does not allow you to follow the proper procedure, you should contact Joe Clifton in order to secure the proper individual for assistance.

Emergency situations that threaten life or property should be handled directly and immediately by any staff in the area. Emergency situations should be reported to Joe Clifton and/or Security as soon as possible.

HOUSEKEEPING. All requests must be made through Autrey Williams, Supervisor. Each housekeeping employee rotates job assignments on a routine basis. In order not to jeopardize the duties that must be performed day-to-day by the staff, special needs and requests of employees' time must be coordinated through Ms. Williams.

6.3 Meals for Faculty and Staff

The unusual nature of a residential school frequently results in certain employees being on duty at hours other than their usual working assignments. When this is clearly to the advantage of the School and is additional to the normal work week, the School will provide meals using private funds in the School dining room during its normal hours of operation.

On trips away from campus on School business, the School will provide meals for staff as per usual travel allotments for state employees, or in cases of trips with students where food is sent along for students, it will be provided also for employees.

A meal taken during the normal working day (usually lunch, Monday through Friday, or supper for staff on assigned afternoon/evening shift) will not be provided by the School, but will be available for purchase as established by food service policies. Casual meal rates are:

Breakfast	$1.60
Lunch	$2.35
Dinner	$2.65
Specials	$3.65

Meal tickets are available from PFM - $13.00 for 10 breakfasts; and $21.00 for 10 lunches.

When teachers are on their scheduled evening tutorial they will be provided supper without further permission needed. Accounting will be by signature or checklist.

When teachers come in to work with students additional evenings, they will be provided supper upon approval of the Dean for Academic Affairs (or the Principal if the Dean is not available) with issuance of a meal ticket.

Approval should be sought in advance if possible.

Administrators and other non-teaching staff will be provided with meals any time responsibilities require them to be on campus (not including lunch, Monday through Friday).

Occasionally a special activity will include spouses, other members of the family, or other invited guests. Meals will be provided for staff and guests in these cases as announced in advance.

Guests of faculty or staff at times other than special events will be provided meals if the visit of the guest is educationally related or otherwise in the interest of the School (guest lecturers, for example).

SPECIAL MEALS. Within the provision of the food service contract (Page 5F) special meals or prepared foods or ingredients will be provided for activities involving students. Examples are box lunches for one day field trips, ingredients for camping trips, and special foods for special theme dinners where students help prepare meals in the residence hall kitchen or in a private home.

These special meals should be planned at least one week in advance and have the approval of the Dean for the division sponsoring the activity. (Request for Carry Out, Page 20F, and Catering Contract, Page 5F)

6.4 Media Department Services

Services offered by the department are:

Library	Instructional Design
Audio-Visual Support	Media Development

A Xerox 9200 high speed copier with an automatic document feeder and a 50-bin collator, three Savin 7000 series

copiers, and a ditto machine are available on campus for copying needs. The Xerox 9200 is installed on the ground floor below the Business Office, one Savin is located in the Business Office, one Savin is in the Copy Center in Bryan Center, and one is a coin-operated Savin copier located in the library area on 1st floor Bryan for student use. Standard office hours of 8:00 a.m. to 5:00 p.m. are the normal operating time for the Xerox 9200 unless otherwise arranged and approved in advance by the Media staff, the Principal or Dean.

Copies of 20 or less should be run on the Savin copiers, larger runs on the Xerox. All copies should be run back and front except in very special cases. Work service students are available at certain times during the week to assist with copying needs on the Xerox.

The copy center is staffed by students. There is also a great amount of traffic; therefore, there can be no guarantee of security. When confidentiality is essential, it is suggested that the person stay with the material while it is being copied.

With the capabilities and quality of the 9200 Xerox, out-of-house printing should be minimal and will require prior approval of the Director's Office.

Training is required to operate the 9200 and the "Ditto Machine," and is offered through the Media Services Department. All staff members have access to the machine located in the Media work area. The rate structure for the 9200 can make it a very cost effective piece of equipment when used correctly; however, the charges are on a "number of starts basis" which can make improper use extremely expensive. Do not operate the 9200 unless you understand how Xerox bills NCSSM for its use.

The thermofax is available through Media for producing overhead transparencies and ditto masters of printed material.

Each division of the School has an auditron for use by personnel in that section. Auditron readings are requested once a month by the Business Office for charge backs of supplies.

Key Operators have been trained in each area to help if problems arise when operating the Xerox 9200 and Savin copiers. Please do not try to correct any problem until you have consulted a key operator. Permanent damage may result if paper is removed from the machine in an incorrect manner.

Refer back to Section 5.6 of this handbook for description of additional services.

6.5 Parking

All faculty and staff parking should be confined to the Club Boulevard lot in front of Bryan Center, the small lot behind Bryan Center, or the parking lot in front of the Durham County Laundry. Please do not park in the "no parking zones".

6.6 Petty Cash

Petty cash is available to the staff and faculty for the purchase of small items that are needed immediately. Such purchases are limited to $25.00.

Petty cash is kept in the Business Office. Purchases of $10.00 to $25.00 require prior approval from the Director, Principal, or Dean of Operations and Institutional Advancement.

The petty cash fund has two purposes: (1) to serve as an advance fund for immediately needed purchases (for such purposes it should be reimbursed from funds requested under normal state budget procedures), and (2) to provide items not usually provided by state purchase regulations, but necessary to the operation of the School.

These funds are provided from non-state sources.

6.7 Safety and Security

FIRE ALARM/FIRE DRILL EVACUATION PROCEDURES. When the fire alarm activates:

Evacuate the building in a quiet and orderly manner through the nearest exit.

Move well away from the building and exits so that others may get out of the building. (Line up on the sidewalks, not in the streets or parking lots.)

Do not re-enter the buildings until you are notified to do so by security.

Instructors are responsible for the safe and orderly evaucation of all students in their classrooms and should check their class roll when safely out of the building.

USE STAIRWAYS ONLY. Never use the elevators in a building for evacuation.

6.8 Salary Advances

Salary advances are made available to new employees who have not received an initial salary payment due to circumstances beyond their control. Such advances are to be repaid in full when the employee receives the initial salary payment.

Salary advances are not available to faculty and staff members already established on the monthly payroll. Any employee requiring funds prior to receiving a monthly payroll check should contact the State Employee's Credit Union or other financial institution.

6.9 Summer Employment

To make sure that all people who are employed by the School during the summer (excluding 12-month employees) are paid on time, the deadline dates described below must be met. The approval of the Principal or the Dean of Operations is required to employ anyone in the summer.

(1) NCSSM EMPLOYEES. The Business Office and the Personnel Office must be informed in writing by May 15. These employees will be placed on the "summer school payroll". The rate of pay will be the same hourly rate as during the immediately preceding academic year.

(2) NON-NCSSM EMPLOYEES. The Business Office and the Personnel Office must be informed in writing by May 15 of any non-NCSSM personnel to be employed, including students and teachers from other schools.

The hourly rate of pay is arrived at by converting a 10-month salary to a 12-month figure and dividing by 2080 hours, the total number of work hours in a year.

Time sheets for hourly employees must be turned in to the Personnel Office, signed by the supervisor, by the first working day of each month.

6.10 Telephone Use

State telephone lines (accessed by dialing 8) are not to be used for any personal calls. It is illegal to make ANY personal long distance calls on the state line. The law is explicit on this and does not even permit individuals to offer reimbursement for such calls. Making personal long distance calls on state telephone lines can result in termination of employment and/or legal prosecution. Personal long distance calls should be made only on an individual's credit card or billed to a home telephone number.

Reimbursement may be requested for any personal calls which arose from a situation directly related to your professional responsibilities. The most frequent example would be to call home for those of you living outside of the Durham local area, when delayed for some unexpected reason on campus. For such reimbursement from non-state funds, please submit a copy of your telephone bill within 30 days if you reversed the charges, or a simple statement of time and date and costs, if you used one of the public pay telephones on campus.

Each employee who makes long distance calls must keep a log which is to be given to the department head at the end of each month. It is very important that all personnel, including temporary agency employees and new personnel, be instructed in the proper procedures for making long distance calls.

Every attempt should be made to conduct out-of-state and in-state business by telephone during business hours, 8:00 a.m. until 6:00 p.m. A log must be kept if employees are required to make long distance calls after normal business hours.

The Business Office will audit monthly telephone bills and inquire about calls which raise questions. Supervisors may be asked to explain long distance calls that appear unusual.

To request telephone repair or service the form on Page 23F in this handbook should be filled out and returned to the Business Office.

6.11 Temporary Assistance

In order to offer prompt, courteous service from the Personnel and Business Office when requesting outside temporary assistance a form (Page 24F) has been provided. This form should be filled out and sent to the Personnel Office by 1:00 p.m. the day before the temporary help is needed. A Time Sheet for Temporary Employees may also be found on Page 32F. This sheet is for school use and should be turned into the Personnel Office on a weekly basis.

6.12 Use of State Vehicles

The use of state vehicles is for school-related business ONLY and not for personal use. Violations of this state policy must be reported to the appropriate state agency and may result in disciplinary action.

STATE PASSENGER VEHICLES. NCSSM is assigned four passenger vehicles to be used by full-time permanent state employees who possess a valid North Carolina operators license. Each vehicle has a package in the glove compartment that contains one state credit card to be used only at Department of

Transportation service centers and one national commercial credit card to be used when it is not practical to gas or service the vehicle at a DOT center. If there is occasion to use either of these cards, the credit card slips must be filled out completely.

The proper procedure to use if you experience a mechanical breakdown while operating a state owned vehicle is as follows:

(1) If you are driving either a van or a state car and experience trouble in town, please notify school security for instructions.

(2) If you are driving a van and experience trouble out of town, please attempt to notify security. If you are unable to do so, you should have the vehicle repaired and charged to the School. Please inform security of the problem as soon as you return.

(3) If you are operating a state owned car and experience trouble, you should call Motor Fleet Management in Raleigh for instructions. All the necessary telephone numbers are in the credit card case in the glove compartment of each state owned car.

(4) Failure to folow the proper procedure in having vehicles repaired could result in your being held responsible for all costs.

There is a clip board in each vehicle that contains mileage log sheets. It is necessary to record the information each time you operate one of these vehicles.

All faculty or staff members planning student activities which require transportation should:

(1) Secure a vehicle reservation form (Page 34F) from the Security Office;

(2) Fill out the request for vehicle reservation form and return it to the Academic Office, or for staff to appropriate department head for approval;

(3) Approved signed requests will then be forwarded to the Security Office; and

(4) Transportation requests not approved by the Academic Dean or Dean of Students will be returned to the faculty or staff member making the request with reasons for denial noted.

PASSENGER VANS AND BUSES. NCSSM owns six passenger vans and two full size activity buses. These vehicles can only be operated by persons possessing a valid bus operator's license or a valid "Class B" operators license issued by the State of North Carolina. These vehicles are technically state owned, but NCSSM is responsible for all aspects of maintenance and repair. All credit cards issued to these vehicles are kept in the Security Office and must be signed out by Security before obtaining one for use on a trip.

Cooperation is needed in meeting these requests.

For use of the State owned passenger vehicles, the following notice is necessary:

-For trips in the surrounding area (Raleigh, Durham, Chapel Hill, etc.) you will need to give at least one day's notice.

-For out-of-town trips you will have to make your request three days in advance.

For the use of the vans and buses, the following notice is requested:

-For local trips in the surrounding area you will need to make your request at least two days in advance.

-For out-of-town trips in these vehicles you will need to make your requests at least five days in advance.

To request a car or van you should stop by the security office and fill out the vehicle reservation form. Leave the form in the security office or leave it in the mailbox (located in the Copy Room) of the Head of Security.

6.13 Work Orders

Requests for maintenance work may be filed by anyone seeing a need. Work order requests should be approved by the department head responsible for the area needing attention and brought to the Business Office where they will be approved and recorded. Requests are then sent to the Plant Maintenance Supervisor who assigns the task to be done.

Forms for requesting maintenance work may be obtained from the Business Office or Academic Office. (Work Order Request, Page 35F)

7.0 OUTREACH AND RESEARCH

7.1 Outreach

Outreach at NCSSM develops systems of communication for sharing the school's resources with other North Carolina schools. The primary components of the outreach program are conferences, summer workshops, visiting instructors, and NCSSM faculty and staff participating in professional activities as representatives of NCSSM.

The outreach program coordinates and facilitates all outreach projects initiated by NCSSM and its personnel. Outreach projects are considered services that are provided to North Carolina school personnel, students, and communities, for example: conferences, workshops, seminars. These services are primarily in the area of science and mathematics. Other requests appropriate to the purposes and resources of NCSSM will be considered. These services are sponsored solely by NCSSM or in conjunction with external programs, agencies, or organizations.

Outreach projects are services other than off-campus activities that are usually the direct responsibility of NCSSM departments.

ROLE OF HEAD OF OUTREACH. Involved in the design and implementation of all outreach projects; assures there are no duplications of outreach projects currently underway at NCSSM; provides logistical and administrative services to all outreach projects; prepares budgetary recommendations; and publishes materials for outreach programs.

Projects must have written approval of the appropriate administrator, Academic Dean or Dean of Students. The administrator should direct the project initiator that the project is to be coordinated with the Outreach Office. A description of the outreach project, including project benefits, audience, time line, resources needed, costs, and funding source should be submmitted in writing to the Head of Outreach. An initial meeting with the Head of Outreach to dicuss the project and the collaboration arrangements will be arranged.

On non-specific programs the Head of Outreach and other interested individuals will meet and if a project idea is formulated, then the individual is expected to follow the procedures stated above.

REQUESTS FOR SERVICES FROM OUT OF STATE. NCSSM'S responsibility is primarily to the State of North Carolina. However, consideration will be given to requests from out of state based on faculty and staff time. Out of state services will have to be totally supported by the requesting agency, and the procedures stated above are expected to be followed.

7.2 Resarech

Research at the North Carolina School of Science and Mathematics is "action research". It provides evaluative research on the School, and reliable, valid and needed information about public residential schools, pre-college science/mathematics education, and gifted and talented education. The research program provides a systematic mechanism that enables the administrators, faculty, and staff to review its policies, practices, and procedures.

Research involves information about our students and classroom conduct. It is an important part of the School's responsibility in carrying out its commitment to improving instruction in science and mathematics. Collective analyzing and using data systematically and in a manner which assures its reliability and usefulness is done carefully, not only for the effectiveness of the research, but also for the protection of students and faculty who might be involved in such a project.

Research at NCSSM is always evolving, and funds are constantly sought to provide thorough and effective research projects. Such a program must be controlled so that the needs of the School, its constituencies, and people are served and protected.

RESEARCH POLICIES. No confidential information about students, their families, or faculty or staff will be made available to any persons or organizations for purposes of carrying on research programs, or for any other purpose, without permission of the Director.

Such permission may be granted by the Director upon recommendation of the Head of Outreach and Research and the Research Advisory Committee in accordance with research policies which follow. Faculty and staff are invited to discuss ideas for research projects with the Head of Outreach and Research.

The Research Office facilitates and coordinates research projects and program evaluation at NCSSM. To meet these ends all proposals for research and evaluation, whether they originate internally or externally, should be submitted to the Head of Outreach and Research.

Evaluation studies are endeavors which involve gathering systematic data fpr analysis on NCSSM staff, students, and programs through the use of self-reports and reports of others, for example: questionnaires, interviews, surveys, journals, records, and sociometric procedures.

OUTREACH AND RESEARCH

OUTREACH AND RESEARCH

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OUTREACH AND RESEARCH

The Head of Outreach and Research from this point on is referred to as the Head of Research. Research and evaluation studies are referred to as projects.

HEAD OF RESEARCH. The Head of Research will provide administrative services to all projects which require information on NCSSM staff, students and/or programs. The Head of Research will assume the following responsibilities and authorities:

assist investigators in the design of the research projects;

submit project proposals to the Research Review Committee;

ensure that the privacy rights of the subjects and the integrity of NCSSM are protected and that the project activity does not disrupt the educational enviroment;

assist Development Office in writing research funding proposals;

review interim and final reports and make recommendations;

review and make recommendations on budgetary concerns;

address logistical concerns in relation to the project;

work with project staff in a manner that is appropriate for the concerns of NCSSM and the project;

notify principal investigator in writing of the approval status of the project proposal;

make recommendations on external use of data (publications, disseminations, dissertations, etc.); and

publish research information.

PRINCIPAL INVESTIGATOR. The Principal Investigator is the individual(s) who submits the project proposals to the Head of Research. The Principal Investigator has the following responsibilities:

submit a copy of the project proposal to the Head of Research. (This copy will become property of NCSSM and be kept on file in the Outreach and Research Office whether or not the project is accepted);

meet with the Head of Research to discuss the project before it is submitted to the Research Review Committee;

provide periodic progress reports on the project to Head of Research. These reports will be to show project status, problem areas, impact of problem and suggested alternatives and/or reccommended corrective actions;

submit a draft of the final project report to Head of Research for editing recommendations;

submit findings to appropriate individuals at NCSSM; and

discuss with Head of Research proposed external use of project data (publications, dissemination, dissertation),

RESEARCH REVIEW COMMITTEE. The Research Review Committee will be composed of five members. The members of the Committee will have one vote, each being equal. Final decisions are based on the vote of the majority. The Committee will elect a chairman and submit an annual report to the Board of Trustees. Member representatives will be: (1) one outside person; (2) three members of the faculty and staff, and (3) the Head of Research.

All voting of the Research Review Committee will occur in closed sessions. Committee members selected from the NCSSM faculty and staff will be chosen by the Head of Research and the Director.

Research Review Committee responsibilities are:

review all research project proposals submitted internally or externally;

decide on approval status;

give recommendations for proposals that are conditionally approved;

give reason(s) for proposal being conditionally approved/ or rejected;

provide assistance to the Head of Research as needed; and

consider legal implications of project proposals.

PROPOSALS. Proposals that are submitted, whether they originate internally or externally, should address the following concerns:

abstract: a brief summary of the project objectives, expected outcomes and analysis;

literature in the field;

evidence of the project contributing to the NCSSM educational environment;

estimated budget;

project accomplishments;

time line;

resume of all project staff members; and

the funding agency (internal or external) to whom the project will be (or has been) submitted when funding is required.

Approval Status. The Research Review Committee will make a decision on project proposals in one of three categories:

approval: the project proposal has been accepted by the Committee in its original form;

conditional approval: the project proposal may be accepted by the Committee once the recommended changes have been made and the proposal resubmitted to the Head of Research;

rejection: the project proposal has not been accepted by the Committee and no further action will be taken at the present time.

When the external or internal funding for a project is required, the following guidelines should be followed:

EXTERNAL FUNDING

A. Independent Funding

Submitting proposals to external funding agencies should not occur until the Principal Investigator has received written approval of the project from the Head of Research. Written approval will constitute a contractual agreement between NCSSM and the Principal Investigator.

If changes in the project are suggested by the funding agency, those changes must be submitted, in writing, by the Principal Investigator or funding agency to the Head of Research. The Head of Research will contact the Principal Investigator as to the final decisions of the changes before negotiations with the funding agency can continue.

All contacts with potential funding agencies must be approved in advance by the Head of Development. This is to prevent duplication of efforts in cases where the Development Office may have other proposals pending for the same funding agency. The Development Office may have
recommendation for various funding sources, and for writing proposals appropriate to particular sources.

If a project is rejected by a funding agency, the Principal Investigator will notify the Head of Research and the Development Office in writing of the rejection to decide on further action with the proposal.

B. Cooperative Funding

Cooperative funding at NCSSM is funding which will be part of a larger project funded externally.

Submitting proposals which are based in part on gathering data at NCSSM should not be submitted to exteral agencies until the NCSSM Principal Investigator and the external Principal Investigator have received written approval of the project from the Head of Research.

NCSSM Principal Investigator and/or external Principal Investigator will submit in writing to the Head of Research the conditions and obligations of NCSSM to receive such funding.

INTERNAL FUNDING

A. Principal Investigator may inquire as to the availability of funding resources at NCSSM.

B. Final funding will be determined by the Research Review Committee after conferring with the internal funding source and will be indicated in writing by the Head of Research.

Interested Parties. Individuals who will be directly or indirectly affected by the project or who are generally interested in the project.

Head of Reserach Will inform the entire administrative staff and faculty of a proposal that has been submitted and the date and time the Research Review committee will review the proposal. Copies of the proposal will available in the Outreach and Research Offfice.

Administrative staff and faculty members who want to make recommendations on the proposal will be allowed to attend the committee meeting or can submit in writing to the Head of Research their concerns.

PROCEDURES FOR SUBMITTING RESEARCH PROJECT PROPOSALS. Principal Investigator will submit the project proposal to the Head of Research.

Principal Investigator will meet with the Head of Research.

Head of Research will inform members of the Research Review Committee of the proposal and the date and time for committee review.

Head of Research will notify the entire administrative staff and faculty of the availability of the proposals and the date and time of the Committee meetings.

Interested parties should notify the Head of Research of their interest in attending the Committee meeting or submit in writing their recommendations for the proposal at least two days before the meeting.

The Research Review Committee will meet to consider the recommendations of interested parties and decide on the approval status of the project proposal.

The Principal Investigator will be notified in writing of the decision of the Committee no later than ten working days after the Committee has met.

FORMS

FORMS

FORMS

FORMS

NCSSM FORMS

Absence Report Form[2] 1F

Advance Approval Overnight Travel Form*[2,3] 2F

Advance Faculty/Staff Leave Request Form*[2] 3F

Application for Independent Study[4] 4F

Catering Contract*[6] 5F

Contract for Individualized Study[4] 6F

Daily Bulletin Request Form*[1] 7F

Educational Equipment/Supplies Inventory Check-Out List[3] 8F

End of Year Checkout Form[2] 9F

Instructor's Grade Report 10F

Inventory of Missing Equipment*[3] 11F

Medical Tardy Slip[10] 12F

NCSSM Leave Record[2] 12F

Off-Campus Trips Form[7] 13F

Parent Permission: Overnight Trips*[7] 14F

Proposal for Seminars[4] 15F

Purchase Request*[2,3] 19F

Request for Carry Out Service*[6] 20F

Request for Schedule Revision[4] 21F

Request for Teacher Recommendations*[8] 22F

Request for Telephone Repair/Service*[3] 23F

Request for Temporary Clerical Services*[5] 24F

Request for Travel Reimbursement[2,3] 25F

Small Purchase Authorization*[2,3] 27F

Student Referral Form*[8] 28F

Student Withdrawal Form[4] 29F

Summer Address Form[2] 30F

Test Form*[2] 31F

Time Sheet for Temporary Employees[5] 32F

Travel Request Form*[2,3] 33F

Tutorial Pass[2] 34F

Vehicle Reservation Form*[2,9] 34F

Work Order Request Form[2,3] 35F

1 Obtain from Principal's Office

2 Obtain from Academic Office

3 Obtain from Business Office

4 Obtain from Registrar's Office

5 Obtain from Personnel Office

6 Obtain from PFM (Food Service)

7 Obtain from Student Services

8 Obtain from Guidance Office

9 Obtain from Safety & Security

10 Obtain from NCSSM Clinic

*May reproduce from copy in handbook for personal use.

ABSENCE REPORT

Teacher _____ Date _____

Student's Name	Section Number

North Carolina Department of Administration

ADVANCE APPROVAL for OVERNIGHT TRAVEL

Employee Name:	Agency:

Travel Dates		From	To	Purpose	Prior Approval By	Approval Date
Depart	Return					

2F

ADVANCE FACULTY/STAFF LEAVE REQUEST

NAME_____ DEPARTMENT_____ DATE_____

I will be absent on the following date(s):_____Period(s)_____

_____Period(s)_____

_____Period(s)_____

Reason(s):

_____Sick Leave (Pre-scheduled appointments, etc.)

_____Professional Leave

_____Vacation Leave

_____Personal Leave

_____Other

The smallest unit of sick leave to be applied for is one half-day.

_____
Signature of Department Head

_____
Signature of Dean for Academic Affairs

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

APPLICATION FOR INDEPENDENT STUDY, 1984-'85

Date _____

1. Name _____

Social Security Number _____ Grade _____

Title of Study _____

Units of Credit _____

2. Starting Date _____ Estimated Completion Date _____

3. Sponsoring Faculty/Staff Member _____

Co-sponsoring (Optional - Need not be a member of faculty or staff. But if not, list address and telephone.)

_____

_____

4. DESCRIPTION OF STUDY (This should state mutual expectations, meeting times, deadlines, and basis for evaluation.)

5. MAJOR RESOURCE NEEDS (Example: computer time, laboratory set up for _____ days, transportation, off-campus library, media services support.)

6. ESTIMATE OF COSTS (Resources not available from school. Please itemize and indicate sources of funds.)

7. AGREEMENT OF SPONSOR AND/OR CO-SPONSOR - I (We) agree to advise the above Independent Study Project.

_____ / _____

Signature(s) of Sponsors Date

_____

Signature of Student

Registrar's Notes: _____

_____

_____ / _____

Signature of Dean for Academic Affairs/ Date

_____

Effective Date on Student Schedule

Professional Food Service Management, Inc.

CATERING CONTRACT

DATE _____ TIME from _____ to _____

serving at _____

FACILITY _____ ESTIMATED NO. _____ GUARANTEED _____

TYPE SERVICE:

	Breakfast	Lunch	Dinner	Refreshments
Served	_____	_____	_____	_____
Buffet	_____	_____	_____	_____
Pick Up	_____	_____	_____	_____
Deliver	_____	_____	_____	_____
Linens	_____	_____	_____	_____

Decorations _____

_____

Special Instructions _____

_____

MENU:

COST $ _____

_____
Customer Signature

_____
Date

_____
Food Service Manager

_____
Approval

INVOICE:

_____
Department

The North Carolina School of Science and Mathematics

CONTRACT FOR INDIVIDUALIZED STUDY*

of

_____
(course)

Student _____

Faculty Supervisor _____

Times for Review and Evaluation _____

Subject of Study _____

Effective Dates: Begin _____ End _____

General requirements for credit are to be listed below. Additional assignments will be made by the faculty supervisor as the student's skills and interest develop. The progress report(s) will carry the standard course title and letter grade (A to D scale).

_____ Approved:
Student Signature Date

_____ _____
Supervisor Signature Date Dean for Academic Affairs Date

* All contracts must be sent to the Guidance Office. They will be forwarded to the Academic Office. Following approval, copies will be made in the Academic Office and sent to (1) the student, (2) the faculty supervisor, and (3) the Registrar.

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

FOR PUBLICATION IN DAILY BULLETIN

DIRECTIONS:

1. Item for publication must be submitted on this form
2. Item must be limited to the space below
3. Item will only be published 1 day
4. Item must be submitted by 3:00 p.m. on the day before desired publication

_____ DATE FOR PUBLICATION (1 day only)

_____ SIGNATURE

_____

_____

_____

_____

EDUCATIONAL EQUIPMENT/SUPPLIES INVENTORY CHECK-OUT LIST

DEPARTMENT: _____ TEACHER: _____

DATE: _____

ASSET NUMBER	QUANTITY	DESCRIPTION	CONDITION (Good, Fair, Poor)

SIGNED: _____
(Teacher)

DATE: _____

SIGNED: _____
(Business Office)

DATE: _____

North Carolina School of Science and Mathematics

END OF YEAR CHECKOUT FORM

Please return the checkout sheet to the Academic Office when all signatures are collected.

_____ (Academic Dean)	Summer address, telephone number, and information on how to be reached filed in Academic Office.
_____ (Academic Dean)	Copies of first and second semester exams on file.
_____ (Academic Dean)	Keys (Classroom, copy room) turned in to office.
_____ (Media Head/Librarian)	Media and Library materials returned.
_____ (Department Head)	Final grade reports filed with Depart. Head.
_____ (Registrar)	All incompletes changed to letter grade.
_____ (Janet Haswell-Business Office)	Inventories completed and returned.
_____ (Academic Dean)	List of students with outstanding fees/ equipment/materials.
_____ (Academic Dean)	List of Seniors with failing grades (due in Academic Office by Thursday June 7, 9:00 a.m.

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

INSTRUCTOR'S GRADE REPORT

TO: ACADEMIC DEAN

FROM: SUBJECT INSTRUCTOR _____
NAME SUBJECT TAUGHT

PUPILS' NAMES	GRADING PERIOD						
	1	2	SEM.	3	4	SEM.	YEAR

INVENTORY OF MISSING EQUIPMENT

DEPARTMENT: _____ TEACHER: _____

DATE: _____

Equipment furnished at the beginning of the school year but missing on the final day.

QUANTITY	DESCRIPTION	REASON

SIGNED: _____
(Teacher)

DATE: _____

SIGNED: _____
(Business Office)

DATE: _____

MEDICAL TARDY SLIP

DATE _____

PERIOD _____ TIME _____

STUDENT'S NAME _____

SIGNATURE _____

DP - 4

NCSSM LEAVE RECORD

EMPLOYEE NAME: (PLEASE PRINT)

DIVISION:

I request that the following HOURS be approved in the month of: _____ on the following day(s) :

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL HOURS
VACATION																																
SICK																																
PROFESSIONAL LEAVE																																

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

DIRECTOR/PRINCIPAL/DEAN SIGNATURE:

This information must be completed each month.
Employee and supervisor signature is required.
Please forward to the Personnel Office on or before the third day of the following month.

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

_____
OFFICE USE ONLY

OFF - CAMPUS TRIPS

DATE OF TRIP: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

DESTINATION: _____

NAME OF SPONSOR/CHAPERONE: _____

PHONE NUMBER (If Applicable): _____

*STUDENTS PARTICIPATING:

*Sponsors are requested to check this list against those who actually go on the trip. Changes should be given to the RA on duty before the group leaves.

Thank you.

PARENT PERMISSION: OVERNIGHT TRIPS

NCSSM will provide periodic off-campus trips of an instructional and/or recreational nature. Such activities will be supervised by faculty and staff members. Responsibility for some organizational aspects and activities will be shared with student participants. Occasionally outdoor activities will include, but not be restricted to, the use of canoes, rafts, sailboats, rock climbing and hiking equipment. All activities and uses of special equipment will be preceded by proper technique and will be supervised.

The information and form below will provide you with the facts concerning the trip you need to know as well as give us the necessary permission.

PART A TRIP INFORMATION

TRAVEL TO: _____

SPONSORING GROUP: _____

DATE - FROM: _____ TO: _____

FACULTY/STAFF SUPERVISOR: _____

NUMBER GROUP CAN BE REACHED AT (IF POSSIBLE): _____

PLACE: _____

PHONE: _____

COST PER STUDENT (IF APPROPRIATE) _____

OTHER: _____

_____

PART B PERMISSION FORM

I(We), the parent/guardian(s) of _____ hereby grant permission for my(our) son/daughter to participate in the activity as described above.

I(We), understand that NCSSM declares that it shall not be liable for any injury, loss, accident or irregularities which may be occasioned either by reason of defect in any vehicle or through the acts of default of any company or person engaged in conveying the passenger or carrying out arrangements and programs of the activity or trip.

_____
SIGNATURE OF PARENT/GUARDIAN

_____
DATE

PLEASE DETACH AND MAIL TO:

_____
NCSSM, P. O. Box 2418, Durham, NC 27705

North Carolina School of Science and Mathematics

PROPOSAL FOR SEMINAR

_____

_____

Proposed by: (1)_____ (2)_____

(3)_____ (4)_____

Abstract (100 words or fewer. This should be written after the rest of the proposal, in order to provide a concise summary.):

Proposal Form - 2

OBJECTIVES (What will be learned.):

PROCEDURES (Examples: regular group meetings, lab work, library research, guest speakers, points of evaluation, meeting with advisors):

CALENDAR (dates of beginning, end, and dates of significant interim events):

Average time per week per participant _____

RESOURCES REQUIRED (space, equipment, books, guest speakers, transportation):

CREDIT REQUESTED:

EVALUATION (type, frequency, validation by advisors as to how well objectives have been met):

ADVISORS:

Project Advisor _____

Subject Advisor(s) _____ _____

_____

FINAL PROJECT (Optional: If the seminar/project results in an outcome such as a written paper, a slide presentation, a videotape, will it be available for public presentation?):

AGREEMENT - If this proposal is accepted, we agree to make every effort to fulfill the commitment to complete it successfully. We understand that at any point the Academic Dean can terminate the project and require enrollment in equivalent standard courses.

Student Applicants: _____

_____

_____

_____

We agree to assist the above students in this seminar.

Seminar Advisor _____

Credit approved upon:

Advisor in _____ _____ _____
subject

_____ _____ _____

_____ _____ _____

_____ _____ _____

No applications will be considered without signatures of student applicants, the project advisor, and necessary subject advisors.

_____
Parent Signature

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

PURCHASE REQUEST

DEPT. CODE & CONSECUTIVE CONTROL # _____ DATE SUBMITTED _____

Item No.	Quantity	Unit	If State Contract List Cert. #	Description & Specifications	Unit Price	Total Price

IF NOT ON STATE CONTRACT, INDICATE PROBABLE SOURCES OF SUPPLY _____

_____

FOR TEXTBOOKS OR OTHER PUBLICATIONS, LIST AUTHOR, TITLE & PUBLISHER _____

_____

DATE DESIRED _____ DATE REQUIRED _____ COMMENT: _____

REQUESTED BY _____ DEPARTMENT HEAD APPROVAL _____ DATE _____

( ) APPROVED
( ) DENIED
( ) RETURNED

BUDGET APPROVAL _____ DATE _____

REQUEST FOR CARRY-OUT SERVICE

DATE OF REQUEST_____

GROUP_____

PERSON REQUESTING SERVICE_____ PHONE_____

DATE OF SERVICE_____ TIME_____

CARRY OUT TO REPLACE: ☐ Breakfast ☐ Lunch ☐ Dinner

NUMBER OF PEOPLE _____

NAMES	MEAL CARD NO.

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

WORK ORDER REQUEST

DATE REQUESTED _____

LOCATION _____

DEPARTMENT _____

DESCRIPTION OF WORK TO BE PERFORMED _____

_____

_____

_____

"OFFICE USE ONLY"

DATE RECEIVED _____

REFERRED TO: _____

DATE REPAIRED _____

DEPT. NOTIFIED _____

_____ NO CHARGE _____ CHARGE $_____

_____
SIGNATURE

_____
BUSINESS OFFICE APPROVAL

COPIES TO: PLANT MAINTENANCE SUPERVISOR
BUSINESS OFFICE
REQUESTING PARTY

1/81

SUPERVISED STUDY PROGRAM

Tutorial Pass

Name _____

To: _____ tutorial

Leave _____ Arrive Tutorial _____

Leave Tutorial _____

Tutor signature _____

Date _____

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

VEHICLE RESERVATION FORM
(Please Print)

PERSON REQUESTING VEHICLE _____

DEPARTMENT _____

TYPE OF VEHICLE - (Circle) VANS, BUS, WAGON, SEDAN

NUMBER OF VEHICLES NEEDED _____

TIME NEEDED: FROM _____ TO _____

DATE NEEDED _____ DESTINATION _____

PURPOSE: _____

_____

_____

_____ _____
SIGNATURE OF PERSON REQUESTING VEHICLE DATE

_____ _____
DEPARTMENT HEAD APPROVAL DATE

COMMENTS:

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

Travel Request

_____
Date Submitted

Travellers:

Travel to: Total Miles_____
Date of Travel - Beginning_____ Ending_____

Mode of Transportation:

Requesting Department:

Maximum Expenses per Day $ Convention Registration $_____

Total Estimated Expenditures

Purpose and Explanatory Remarks

Others making trip:

_____ _____
Department Head Approval Date

Request

( ) Approved _____ _____
Dean's Approval Date

( ) Denied

( ) Returned _____ _____
Director's Approval Date

Comments:

N C S S M

TIME SHEET FOR TEMPORARY EMPLOYEES

Employee Name _____

Program _____ Month/Year _____

	IN	OUT	LUNCH	TOTAL HOURS WORKED		IN	OUT	LUNCH	TOTAL HOURS WORKED
1					17				
2					18				
3					19				
4					20				
5					21				
6					22				
7					23				
8					24				
9					25				
10					26				
11					27				
12					28				
13					29				
14					30				
15					31				
16									

TOTAL HOURS WORKED _____

_____
Employee Signature

_____
Supervisor Signature

REQUIRED IN THE PERSONNEL OFFICE BY THE FIRST DAY OF THE MONTH!

Sample Form:

TEST

INSTRUCTOR	COURSE	PERIOD	NO. OF JUNIORS	NO. OF SENIORS

QUIZ

(15 minutes or less)

INSTRUCTOR	COURSE	PERIOD	NO. OF JUNIORS	NO. OF SENIORS

SPECIAL ACTIVITY

(Research, Field Trip, etc.)

INSTRUCTOR	COURSE	PERIOD	NO. OF JUNIORS	NO. OF SENIORS

DATE _____

SUMMER ADDRESS FORM

NAME _____
(Last) (First) (Middle)

ADDRESS _____

TELEPHONE _____

SUMMER ADDRESS

_____ Same as above

ADDRESS _____

TELEPHONE _____

IN CASE OF EMERGENCY CONTACT:

_____

_____

_____

COMMENTS _____

_____

_____

_____

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

STUDENT WITHDRAWAL FORM

STUDENT'S NAME _____

HOME ADDRESS _____

DATE OF WITHDRAWAL _____

I hereby certify that I am voluntarily withdrawing from the North Carolina School of Science and Mathematics and hereby relinquish all rights and privileges afforded me as a student for the 19__-___ school year.

DATE	SIGNATURE OF STUDENT
DATE	SIGNATURE OF COUNSELOR
DATE	SIGNATURE OF DEAN FOR ACADEMIC AFFAIRS
DATE	SIGNATURE OF DEAN OF STUDENTS
DATE	SIGNATURE OF PRINCIPAL (or DIRECTOR)
DATE	SIGNATURE OF PARENT OR GUARDIAN
DATE	SIGNATURE OF RESIDENT ADVISOR

(Form to be returned to Registrar's Office.)

STUDENT REFERRAL FORM

NAME OF STUDENT _____

Person Making Referral _____

CONCERNS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date Submitted _____

- -

RESPONSE OF GUIDANCE _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date _____

NCSSM:G/C100

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

BUSINESS OFFICE

SMALL PURCHASE AUTHORIZATION

INSTRUCTIONS: Fill in name of employee making purchase, program incurring expense, name of firm from which purchase is to be made, and items to be purchased. Present form to business officer for approval before making purchase. Fill in actual cost of items at time of purchase. Return this form to business officer with invoice/delivery slip.

THIS AUTHORIZES _____, an employee of _____
(Employee's Name) (Name of
_____, to purchase supplies, not to exceed
Budgeted Program)

$100.00 excluding applicable taxes, from _____
(Name of Firm, if specified)

within two days from this date. This authorization must accompany invoice/delivery slip for merchandise purchased or employee named will be held liable for payment.

ITEM DESCRIPTION	COST
_____	$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
SUB-TOTAL	$ _____
TAX	_____
TOTAL	$ _____

APPROVED BY: _____ DATE: _____
Business Officer

	Travel (show each city visited)		Transportation		Subsistence			Other Expenses	
Day	from to	1*	In-State	Out-of-State	2*	In-State	Out-of-State	Explanation	Amount
	TOTALS BROUGHT FORWARD								
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
		R			B				
		A			L				
		O			D				
					H				
Daily Private Car Mileage		P			Total				
			Total Transport.	Total Transport.		Total Auth. Subsist.	Total Auth. Subsist.		Total Other Exp.

FORM BD-403
(rev. 6/82)

STATE OF NORTH CAROLINA

REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES AND ALLOWANCES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY – INCLUDING PER DIEM

INSTRUCTIONS TO CLAIMANT: Prepare in three (3) copies. Attach all necessary receipts and other supporting documents to this form and submit the original and one (1) copy to your Budget or Business office. Retain one (1) copy

Department or Institution:	Division:		
Payee Name:	Title:		Headquarters City:
Payee Home Address:	Date:		Total Cost
Period Covered By This Voucher (from/to):	Date Out-of-State Travel Authorization	Date of Excess Allowance Auth.	Less Advance
			Reimburse.

Under penalties of perjury I certify this to be a true and accurate statement of the city of lodging, expenses and allowances incurred in the services of the state and that none of these expenses have been or will be reimbursed to me from any other source.

I have examined this reimbursement request and certify that it is just and reasonable.

(claimant) (supervisor)

	Fund	Control	Amount	CR	FRC	Object	RCC	Program	Dist.	Identification	ID
non-tax											
non-tax											
non-tax											
tax											
tax											
tax											
		TOTAL									

Fiscal Management Section Use Only
Verified & Approved for Payment: Date:

Day	Travel (show each city visited) from	to	Transportation 1°	In-State	Out-of-State	Subsistence 2°	In-State	Out-of-State	Other Expenses Explanation	Amount
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
			R			B				
			A			L				
			O			D				
						H				
Daily Private Car Mileage:			P			Total				
				Total Transport.	Total Transport.		Total Auth. Subsist.	Total Auth. Subsist.		Total Other Exp.

(1) Mode of Travel: R-Rental Car, A-Air, O-Other, rail or bus, P-Pr.-owned car

(2) Type of Subsistence	In-State	Out-of-State
Breakfast	$ 3.25	$ 4.25
Lunch	4.00	5.00
Dinner	7.75	10.75
Room	27.00	34.00
24-hr period	42.00	54.00

NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

Request for Temporary Clerical Services

Department _____ Date _____

Date(s) of Service _____

Special Skills Required _____

_____

_____

_____

Justification for Services _____

_____

_____

Name this Temporary
should report to: _____

Agency and/or Person preferred: _____

_____

_____
Department Head Approval Date

_____
Dean's Approval Date

_____
Business Office Date

Request ( ) Approved ( ) Denied ( ) Returned

REQUEST FOR TELEPHONE REPAIR

THIS FORM SHOULD BE COMPLETED AND RETURNED TO BARBARA DAVIS IN THE BUSINESS OFFICE FOR ANY REPAIR WORK NEEDED FOR AN ALREADY EXISTING TELEPHONE AT NCSSM. YOUR COOPERATION IS APPRECIATED AND NECESSARY TO MAINTAIN GOOD TELEPHONE SERVICE.

NUMBER ON PHONE OUT OF SERVICE: _____

LOCATION OF THIS PHONE AT NCSSM: _____

_____

DESCRIBE TROUBLE ON PHONE AS BEST YOU CAN: _____

_____

_____

DATE: _____ NAME OF PERSON REPORTING PHONE: _____

REQUEST FOR INSTALLATION OF NEW TELEPHONE SERVICE

THIS FORM SHOULD BE COMPLETED AND RETURNED TO BARBARA DAVIS IN THE BUSINESS OFFICE FOR ANY NEW TELEPHONE SERVICE NEEDED OTHER THAN THAT OF NOW EXISTING EQUIPMENT AT NCSSM.
YOUR COOPERATION IS APPRECIATED AND NECESSARY TO MAINTAIN GOOD TELEPHONE SERVICE.

TYPE OF WORK REQUESTED IN DETAIL: _____

_____

_____

_____

LOCATION TO BE INSTALLED: _____

DATE NEEDED BY: _____ (PLEASE ALLOW AT LEAST 3 WEEKS AS GTE IS USUALLY BOOKED THAT FAR IN ADVANCE)

DATE: _____ NAME OF PERSON REQUESTING ORDER: _____

DATE: _____ DEPARTMENT HEAD APPROVAL: _____

The North Carolina School of Science and Mathematics

REQUEST FOR TEACHER RECOMMENDATION
(Please Print)

Name of Teacher_____ Department_____

Name of Student_____

WAIVER

I hereby waive my rights of access to the information included in the recommendation you write for me and authorize release of that recommendation to the colleges to which I am applying for admission as designated by me.

_____ _____
Date Signature of Student

I do not waive my rights of access to the information included in the recommendation you write for me.

_____ _____
Date Signature of Student

PLEASE KEEP THIS FORM IN YOUR FILES AND SEND A COPY TO THE GUIDANCE OFFICE.

THE NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

REQUEST FOR SCHEDULE REVISION

Date _____

Name _____ Grade _____

Campus Post Office Address _____ Soc. Sec.# _____

Faculty Advisor _____

_____ _____ _____

Course you wish to be dropped Teacher Period Class Meets

_____

Course To Be Added

Reason(s): _____

_____

_____

_____

Reviewed by : _____ _____

Registrar Date

Recommended/Not Recommended: _____

Teacher Of Course To Be Dropped

_____

Counselor and/or Department Head

Comments by Recommender: _____

_____

_____

Approved: _____

Registrar or Academic Dean

PLEASE NOTE: RETURN ALL BOOKS FOR DROPPED COURSES TO THE BOOK ROOM.